

Manhasset Student User Guide

Student Log-In

1. To login for the first time, go to www.p4g.app/mhsny
2. Click Log In with Google and enter your **mufsd.org** email address. (You **cannot use a personal email** address.)
3. Enter the required information, including the Invitation Code: **KRED3F**. Agree to the terms. Click **Register**.

Setting Up Your Account

1. Click on **My Groups**.
2. Under Manhasset High School, you will notice that you are already joined to your “**Class of 20XX**” group.
3. To **join the award programs**, click “join more groups” to the right of Manhasset High School.
4. Click “**join**” next to the award programs you would like to participate in. **You must join the award programs and/or senior graduation requirement in order to be able to apply hours to them.**
 - a. Join the Service/Citizenship group if you’re in grades 9-11
 - b. Join the Senior Requirement group if you’re in grade 12
 - c. Join the Presidential Award group that reflects your age as of July 1st of this year.
5. You can access the dashboard for groups or awards you are a member of 24/7 by clicking on the name.
6. To return to your dashboard, click on the P4G logo in the top left corner.

Before Performing Community Service Hours

1. Make sure the event you’re attending qualifies for your award program.
2. Bring a Copy of the P4G Supervisor letter with you. (posted on Community Service webpage)
 - a. This letter will give the supervisor of the community service event information on why you need their name and email address, as well as how to verify your hours.
 - b. Make sure you’re able to **get the name, phone number and email address of a valid supervisor** to put on your entry. **Please Note: Hours will not be applied to your award program unless they have been verified by a valid adult event supervisor.**

How to Submit Your Hours

1. Log into P4G.app
2. Select **Add Hours**.
3. On the calendar, select the day you performed community service.
4. **Select the award program, or programs**, you’d like to submit your hours to.
5. Enter the name of the event.
6. Ensure the date of the event is correct and enter the time you started your volunteer hours.
7. Select the Purpose of the Event. (The purpose can be defined as the benefit category of the non-profit such as Animals, Education and Literacy or Hunger.)
8. Enter the address of where the community service hours took place.
9. Rate the event on a scale of 1-5. (The rating should be focused on the overall organization of the event and how you liked participating.)
10. Enter the amount of time you performed community service.
11. Enter the supervisor’s information.

Please Note:

- a. **Supervisor information is required. If hours are submitted without a supervisor, they will not be applied to your award.**
 - b. **Ensure your supervisor’s email is correct. If it is an invalid email there will be no way for your supervisor to approve your hours.**
12. Enter your **Reflection**. Your reflection must answer the following questions:
 - a. What does this organization do?
 - b. What did you do as a volunteer there?

- c. Would you recommend this volunteer opportunity to other students? Please explain.
13. These requirements are available on the Manhasset High School Community Service page.
14. After entering your reflection, click **Save** at the bottom of the screen.
15. Once you've submitted, you will be brought to the My Entries page and should see your new entry as pending in the table.

Volunteering at the Same Organization Multiple Times

If you've volunteered, or plan to volunteer, with a single non-profit multiple times within a month, you don't have to add hours each day you volunteer. At the end of the month, you can add hours for each month of service. Simply:

1. Enter the details of your month of service.
2. When you reach the hours section, enter the total number of hours you volunteered that month.
3. Fill the rest of the form out as you normally do.

Getting to Know Your Passport

To access your passport click on **My Passport**.

The only hours shown here have been verified by a supervisor.

To review your pending entries, click on "View All" in my entries table.

This view will show you all of your entries and their stamp status:

Orange stamps= Pending a stamp from the event supervisor

Green stamps=Entry has been stamped by the event supervisor

Red stamps=Supervisor has denied a stamp

To edit an Entry, for every aspect except the group you submitted it to, click on the pencil icon. See "Changing the Group Your Hours Go To" below for details on how to change the group.

- In your Passport, there is also a section called **Journal**. The journal will show you the rating and reflect for all stamped entries you've submitted.
- To export your journal into an excel file, click **Export**.
 - The Excel file will be emailed to the email address you used to login to P4G (your musfd email address).

Changing the Group Your Hours Go To

Sometimes you may have submitted hours to the wrong group, or forgot to include a group you should have. That's alright, you can still change that after you've already submitted the hours.

1. Go to **Your Passport**
2. Select **View All** under the **My Entries** section
3. When you see your list of past hours click on **the name of the event** you're looking to change.
4. On the entry details page, select **Change Submission**.
5. Now you are able to select or unselect the groups you would/would not like the hours to count towards.
Please Note: *If hours have already been stamped by an outside supervisor, changing the group that the hours are going to will not require the supervisor to approve them again.*

Important Reminders

1. **Passport for Good** will be used for the following: **Senior Graduation Requirement, Service and Citizenship Award, and Presidential Volunteer Service Award**

1. You must use **your musfd.org email** address when logging into P4G.
2. Hours from previous school years that have been submitted via paper for the Service and Citizenship Award will be kept on file and assessed in addition to your electronic submissions.
3. Reminder that all hours and reflections for your Senior Graduation Requirement are due for submission no later than **April 20th!**
4. If you experience a bug in the system, please send an email to support@passportforgood.com