

*Welcome to MobileServe.com*

<i>Explore</i>	You already have an account through Kennedy that is linked to PowerSchool. Log in through Google. Click “skip” if you are prompted for a code. The menu bar has Home, Activity, Friends, Opportunities, Photos, and Service Resume.
<i>Log Hours</i>	Notice the <i>Approved, Pending, Total</i> tabs and the <i>All Time, Since [date]</i> dropdown.
<i>Service Org</i>	Enter the name of the organization for which you volunteer.
<i>Category</i>	For information on Sections A, B, or C service hours <ul style="list-style-type: none"><li>• Go to <a href="http://kennedycatholic.org">kennedycatholic.org</a></li><li>• Search “Documents and Forms”</li><li>• Scroll to “Christian Community Service Information”</li><li>• Open “Christian Service Guidelines”</li></ul>
<i>Tell Your Story</i>	Write a brief description of your duties or responsibilities. This helps the reader to understand the nature and scope of your experience.
<i>Supervisor Name</i>	<p>Enter the name of the person to whom you report. This person should be able to verify your hours via the Supervisor Email.</p> <p>Let your supervisor know to expect a verification email from TeamMobileServe. Caution him/her to check spam or junk mail so that the email does not get lost. The supervisor should open the email and click “verify” for your hours. This acts like a signature, and allows the school to then approve and record your hours.</p>
<i>Supervisor Email</i>	Be careful here. Typos will trigger an “undeliverable” message on the school’s MobileServe dashboard. This will cause your log entry to stay in the “pending” state, and the hours will not be recorded with the school. If you do have hours that linger in the pending state but the email address is correct, contact your supervisor to make sure the email did not end up in spam or junk.
<i>Photos</i>	This is not a required field. It can be used to show you in action at the event, to show a uniform being worn correctly during an off-campus service event, or as a work-around to upload a signed copy of the “Christian Service Record” (see documents and forms) if for some reason a supervisor does not have access to technology.

*If you are not yet enrolled in PowerSchool, print and complete the Christian Service Record described above. You may upload the signed form as a photo when we return to school in September.*