



**VOLUNTEERISM & SERVICE-LEARNING**

# **GIVEPULSE**

Guide for Service-Learning Students



The University of Texas at Austin  
**Volunteerism and Service-Learning**  
Office of the Dean of Students



# GIVEPULSE

## Guide for Service-Learning Students

### OVERVIEW

GivePulse is an online platform designed to connect students, volunteers, and community organizations through meaningful service opportunities. It serves as the central hub for your service-learning class, making it easier to find, track, and reflect on your community engagement.

### KEY FEATURES FOR STUDENTS



#### Find Opportunities

Browse and register for volunteer events and organizations that match your interests.



#### Track Your Service

Log hours and impacts to meet class requirements and see your overall impact.



#### Stay Connected

Join groups, follow organizations, and see upcoming service events.

### GETTING STARTED

This guide will walk you through how to use GivePulse, step-by-step, with photos. To get started, click **“Create an Account”** below and **sign up with your UT EID**.

#### If you have additional questions:

1. Email your service-learning instructor about course requirements or class set-up.
2. Email UT VSL about issues navigating GivePulse or course enrollment.
3. Visit these links for additional resources:
  - [Quick Guide for Users and Volunteers](#)
  - [Users FAQ](#)
  - [Youtube Quick Tutorials for Volunteers](#)

### QUICK LINKS

[Create an Account](#)[Search Social Work Opportunities](#)[Search UT Austin Opportunities](#)

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# CREATE AN ACCOUNT

1

Go to [utexas.givepulse.com/register](https://utexas.givepulse.com/register). Click "Sign up via UTexas."

GivePulse - Register Site

https://utexas.givepulse.com/register

English Explore Add Impact Sign Up Log In

## Create Account

Sign up via UTexas

Log in using your The University of Texas at Austin username and password.

click for more options

powered by GivePulse

Learn more about GivePulse  
Support Center / FAQ  
GivePulse Careers (We Are Hiring!)

Privacy Policy  
Terms & Conditions  
Accessibility Statement

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3

Sign in to the UT Portal

TEXAS

### Sign in with your UT EID

UT EID

Password

SIGN IN

[I forgot my UT EID or password.](#)  
[I have a temporary password.](#)  
[I need a UT EID.](#)  
[Help](#)

Unauthorized use of university computer and networking resources is prohibited. If you log in, you acknowledge your awareness of and concurrence with the university's [Acceptable Use Policy](#) and [Information Resources Use and Security Policy](#). The university will prosecute violators to the full extent of the law. The university is not responsible for services provided by third parties authorized to use the university's authentication service.

4

Done!

TEXAS

## My Dashboard

Overview Groups Registrations Impacts Applcal >

Welcome to your dashboard! 🙌

You can browse the events and opportunities in progress, keep track of your community participation activities and help the causes and initiatives that interest you most.

- [Search, register and attend events and opportunities in progress.](#)
- [Track your Impacts and service hours](#)
- [Invite your friends](#)

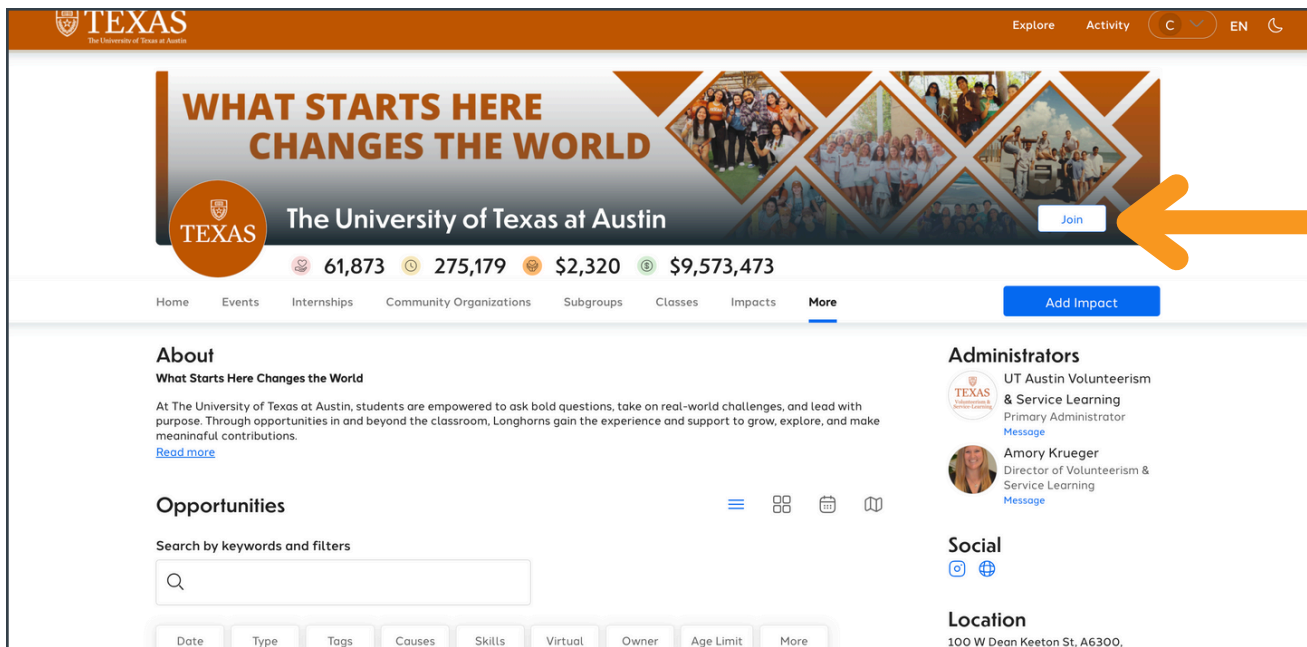
Dashboard Tutorial ➔



# JOIN THE UT AUSTIN GROUP

1

After signing in, go to [utexas.givepulse.com](https://utexas.givepulse.com). Click "Join."



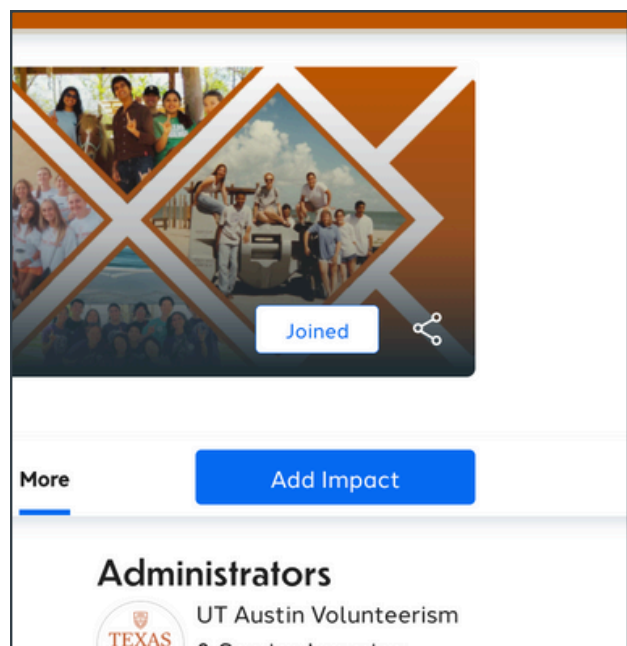
2

Enter your EID.

A screenshot of the 'Become Member' form. The header shows the UT Austin logo and the text 'The University of Texas at Austin / Become Member'. The form has a section titled 'Requested Information' with a field for 'UT EID \*'. Below the field is a note: 'If you do not have an EID, please say "none"'. At the bottom are 'Continue' and 'Cancel' buttons.

2

It will now say "Joined."

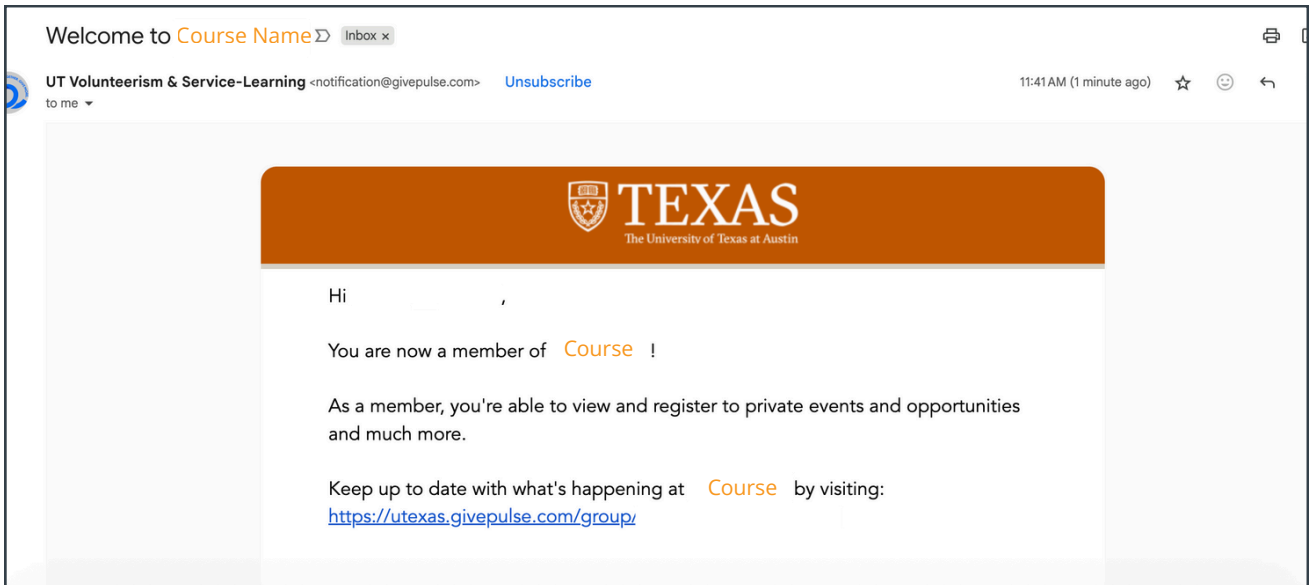




# FIND YOUR COURSE

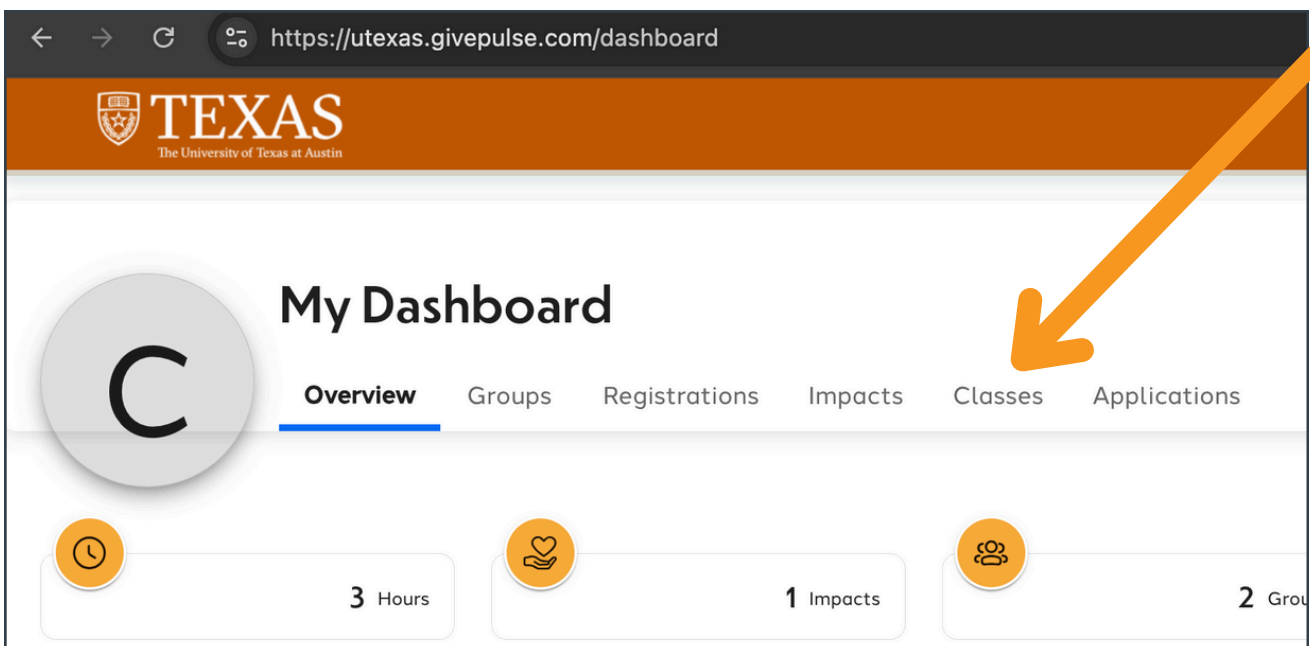
1

**Before you can find your course on GivePulse, you have to be added to it by your instructor.** You should have received an email like the one below. If you haven't received this email, please reach out to your instructor.



2

From Your Dashboard, click "**Classes.**"



# FIND YOUR COURSE (CONT.)

3

From the Classes page, click the course you want to go to.

Overview / Classes

## My Dashboard

Overview Groups Registrations Impacts **Classes** Applications

### Classes

Search Classes

Q

Term Courses

Need Help? Contact Support

3 Hours 1 Impacts 2 Groups

**Test Course**  
College | GivePulse 101 | 012345

Member

+ Add Impact  
Message  
More Options

4

Your course page is where you can see information about the class and add your service-learning hours (see next page).

The University of Texas... / Classes / Test Course

## Test Course

Joined

Home Events Discussion Search

Add Impact

### About

Test Course Semester Year

CRN / Unique #

Professor Name

[Read more](#)

### Course Information

Title and ID GivePulse 101 0101: Test Course - T/Tr 1:30-3:00, (012345)

Semesters Fall 2025

### Administrators

UT Austin Volunteerism & Service Learning  
Primary Administrator  
[Message](#)

Courtney Colston  
Faculty  
[Message](#)

# LOG YOUR SERVICE-LEARNING HOURS

1

From your Course page, click **"Add Impact."**

Test Course | Home | The Uni... x +

https://utexas.givepulse.com/group/1864946-test-course

TEXAS  
The University of Texas at Austin

Explore Activity C

The University of Texas... / Classes / Test Course

TEXAS Volunteerism & Service-Learning

Test Course

Joined

Home Events Discussion Search

**Add Impact**

**About**  
Test Course Semester Year  
CRN / Unique #  
Professor Name  
[Read more](#)

**Administrators**  
UT Austin Volunteerism & Service Learning  
Primary Administrator  
[Message](#)

2

You have **two** options to log your hours. Option #1: **Single Impact**. Enter your hours for **one** shift/day and click Next.

Test Course / Add Impact

**Add Impact**  
Track your community engagement

Test Course  
[Change](#)

**Details**

Share

About your experience

**Impact Details** [Switch to Timesheet](#)

Impact Type  
Time

Start Date \* End Date \* Start Time End Time

08/12/2025 08/12/2025 02:00 PM 04:00 PM

Duration

2 hr 0 min

**Next**



# LOG YOUR HOURS (CONT.)

The screenshot shows a web application interface with a top navigation bar containing 'Explore' and 'Activity' links. Below the navigation bar, there is a button labeled 'Switch to Timesheet' with a circular arrow icon. Below this button is a dropdown menu with a downward arrow. At the bottom of the screenshot, there are two time selection fields: one labeled 'End Time' with a clock icon and a value of '04:00 PM', and another partially visible field to its left.

## 3 Option #2: **Timesheet**

The second option is to **submit a timesheet**. This allows you to enter more than 1 shift/day at a time. This is perfect for students who submit hours weekly or monthly.

You can also save your timesheet as a "draft" and submit later, if you want to track your hours throughout the month without actually submitting them to your instructor yet.

## 4 For **Timesheets**: Enter your hours and click "**Next**."

The screenshot displays the 'Timesheet Details' form. At the top right, there is a button labeled 'Switch to Single Impact'. Below this, the 'Title' field contains 'August Hours'. The main part of the form is a table with the following data:

Date	Hours	Questions	
08/01/2025	2:00 PM - 4:00 PM	2.00	✓
08/08/2025	2:00 PM - 6:00 PM	4.00	✓
08/19/2025	9:00 AM - 5:00 PM	8.00	✓

Below the table is a '+ Add' button. At the bottom right of the form, it says 'Total Hours: 14'. At the very bottom of the page, there are two buttons: 'Save Draft' and 'Next'.



# LOG YOUR HOURS (CONT.)

5

**(Required)** Under “Share Courses,” select your service-learning course.  
**(Optional)** Under “Share Groups,” select the org where you did service.

Test Course / Add Impact

## Add Impact

Track your community engagement

Test Course  
[Change](#)

- Details
- Share**
- About your experience

### Course Engagement

#### Share Courses

Select courses to share this impact with

Test Course - Fall 202... X

Test Course - Fall 2025 - Volunteerism & Service Learning - College

#### Share

##### Share Groups

Back Next

6

**(Optional)** Include a reflection, photo, or note.

Test Course / Add Impact

## Add Impact

Track your community engagement

Test Course  
[Change](#)

- Details
- Share
- About your experience**

### About your experience

#### Review, Reflection and Feedback

0 Words

#### Attachments

Upload files associated with this impact. Photos, receipts, etc

Add File

#### Personal Notes

Personal notes are private and only viewable by you

0 Words

#### Rate Your Experience

☆☆☆☆☆

Make Private? \*  
Private impacts are visible to you and the administrators of the groups you share with

# LOG YOUR HOURS (CONT.)

7

Click **"Add Impact"** to submit your hours.

**Personal Notes**

Personal notes are private and only viewable by you

0 Words

**Rate Your Experience**

**Make Private? \***

Private impacts are visible to you and the administrators of the groups you share with

☐ No ☒ Yes

[< Back](#)

Add Impact

Impact submitted. [Add additional impacts.](#)

Impact given to

**Test Course**

August 27th, 2025 at 2:00 PM

**2 hr**

Pending Verification

Action ▾

Share this impact!

Sharing with...

Courtney Colston (Organizer) UT Austin Volunteerism & Service-Learning (Verifier)

8

Done!

Once you've submitted your impact, your hours will appear on your GivePulse profile and be shared to your class.

Additional Resources:

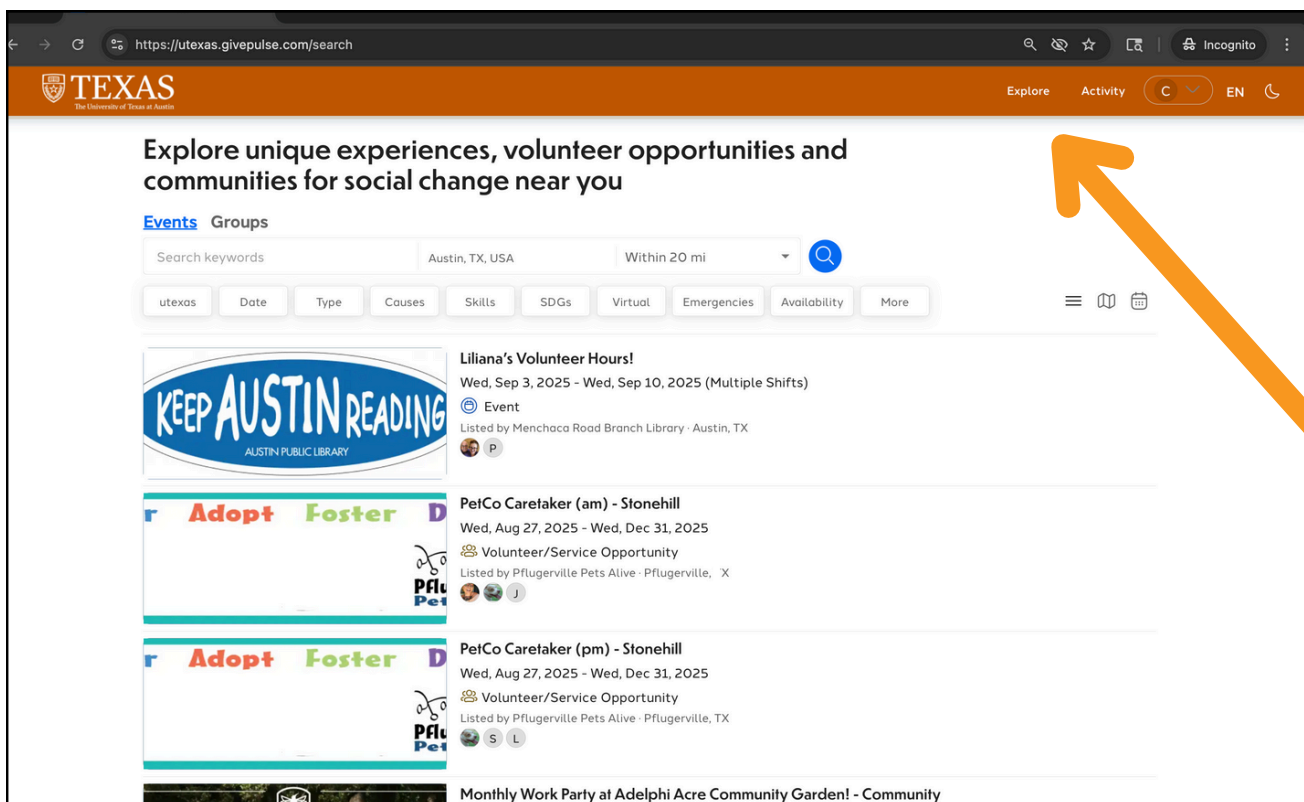
- [Add Impact](#)
- [Manage Impacts](#)

# SEARCH FOR OPPORTUNITIES

Depending on the layout of your course, you may be asked to find your own opportunities. This is a quick how-to for using GivePulse to search for nonprofits and volunteer events. **You have three ways to search:**

1

To search **ALL** opportunities in Central Texas:  
Click “**Explore**” in the top right hand corner.



Clicking the “Explore” tab lets you look through **all** of the events and groups listed in the Central Texas area. You can sort by Date, Type, Cause, and more.

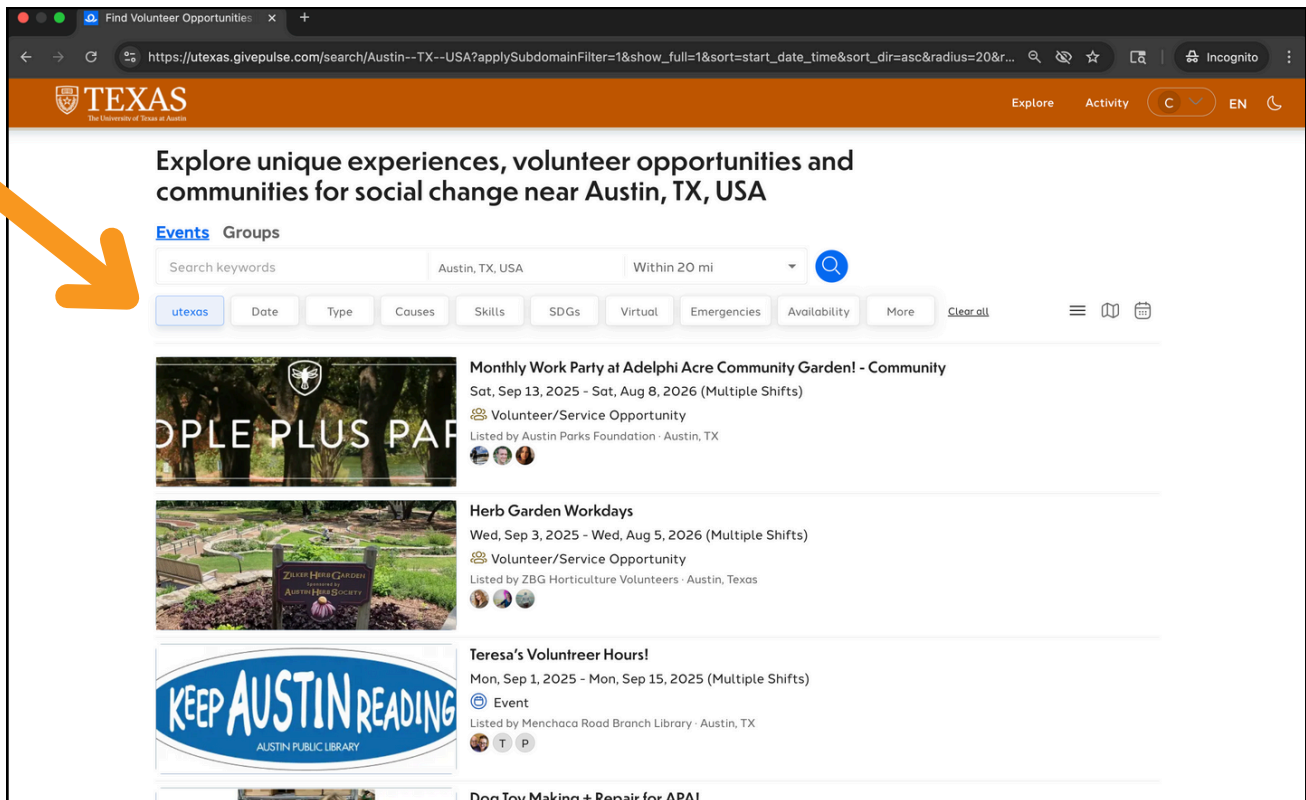
Search Central Texas  
Opportunities



# FIND SERVICE (CONT.)

2

To search opportunities on the **UT Austin GivePulse** page:  
Click **“Explore”** and then apply the **“utexas”** filter.



Filtering by “utexas” lets you see opportunities for **affiliates** of UT Austin. Affiliate organizations have been approved by UT Austin’s Volunteerism & Service Office to post their events to our university’s page. These orgs are looking for UT Austin students to volunteer.

Search UT Austin  
Opportunities



The University of Texas at Austin  
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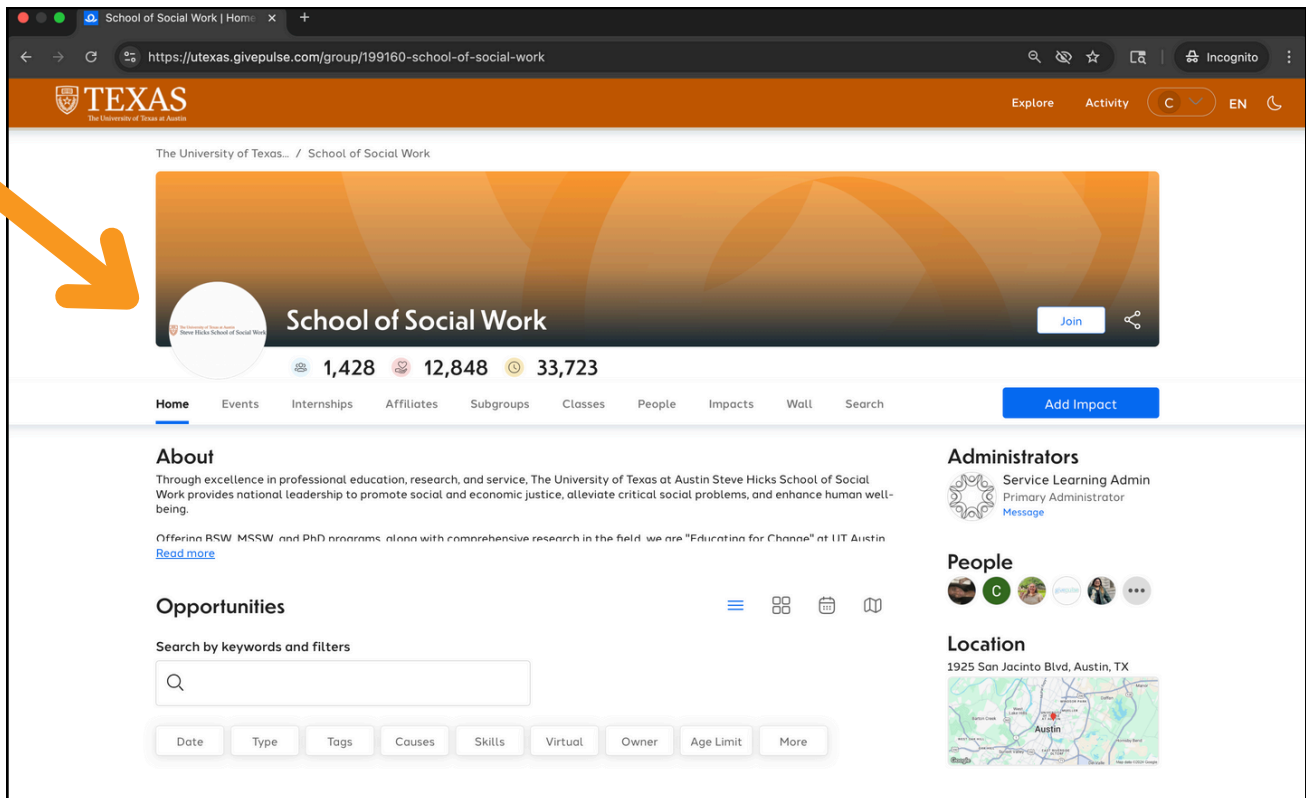
5



# FIND SERVICE (CONT.)

3

Navigate to the **School of Social Work** page.  
Click **"Events"** for opportunities or **"Affiliates"** for orgs.



The School of Social Work approves certain organizations to post events on their page. A full list of these orgs is available under "Affiliates." These are opportunities best fitted to social work interests & service-learning.

Search Social Work Opportunities





## Contact Us

@volunteer\_ut

[www.volunteerut.org](http://www.volunteerut.org)

Student Services Building, 4.400

UT Austin Campus



The University of Texas at Austin

Volunteerism and Service-Learning

Office of the Dean of Students

