VOLUNTEERISM & SERVICE-LEARNING

GIVEPULSE

Guide for Service-Learning Students

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Volunteerism and Service-Learning
Office of the Dean of 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. Click "Sign up via UTexas."

3	Sign in to the UT Portal

4	Done!

Dashboard Tutorial ➡️

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JOIN THE UT AUSTIN GROUP

1 After signing in, go to **utexas.givepulse.com**. Click "**Join**."
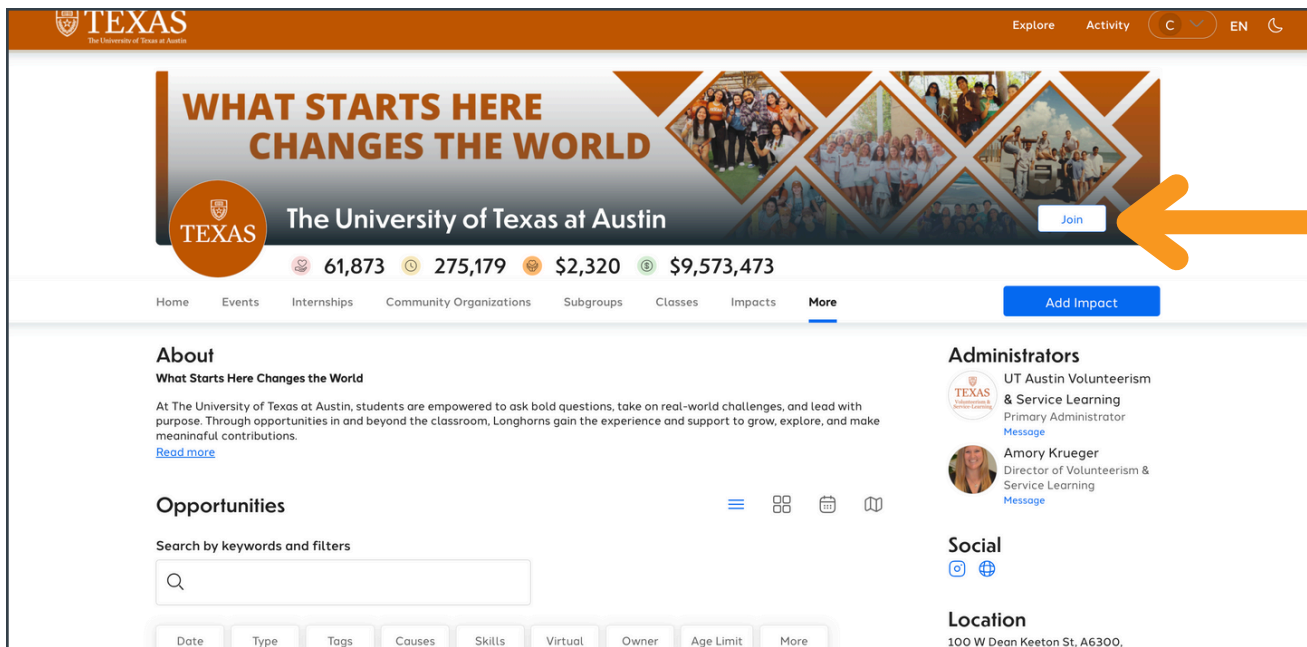
2 Enter you EID.

2 It will now say "**Joined**."

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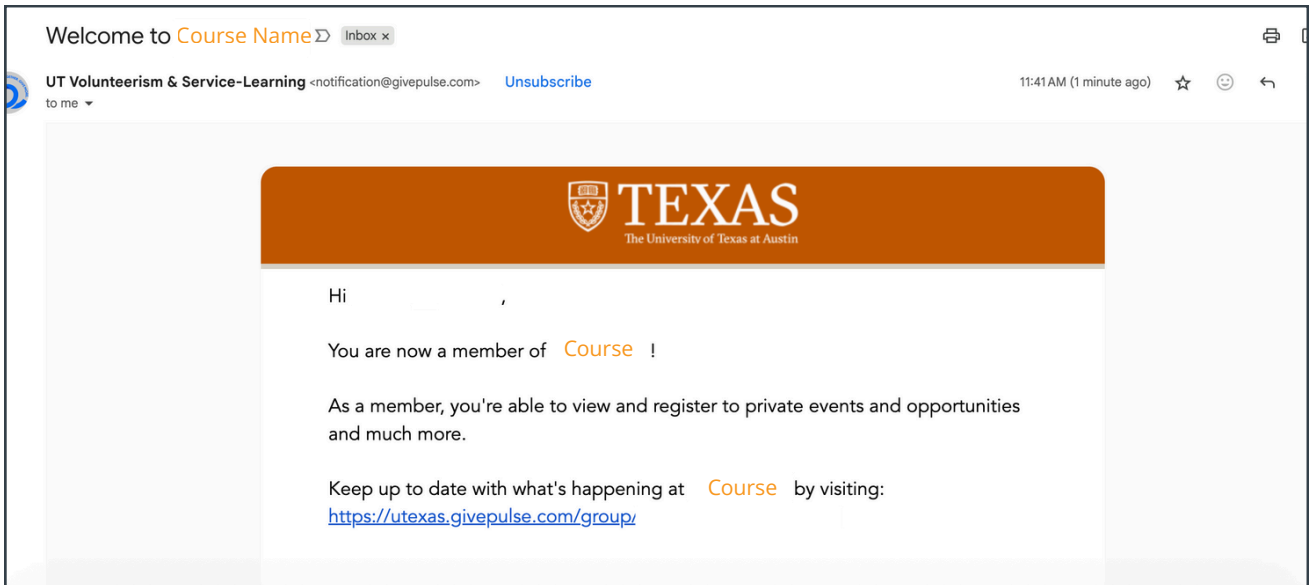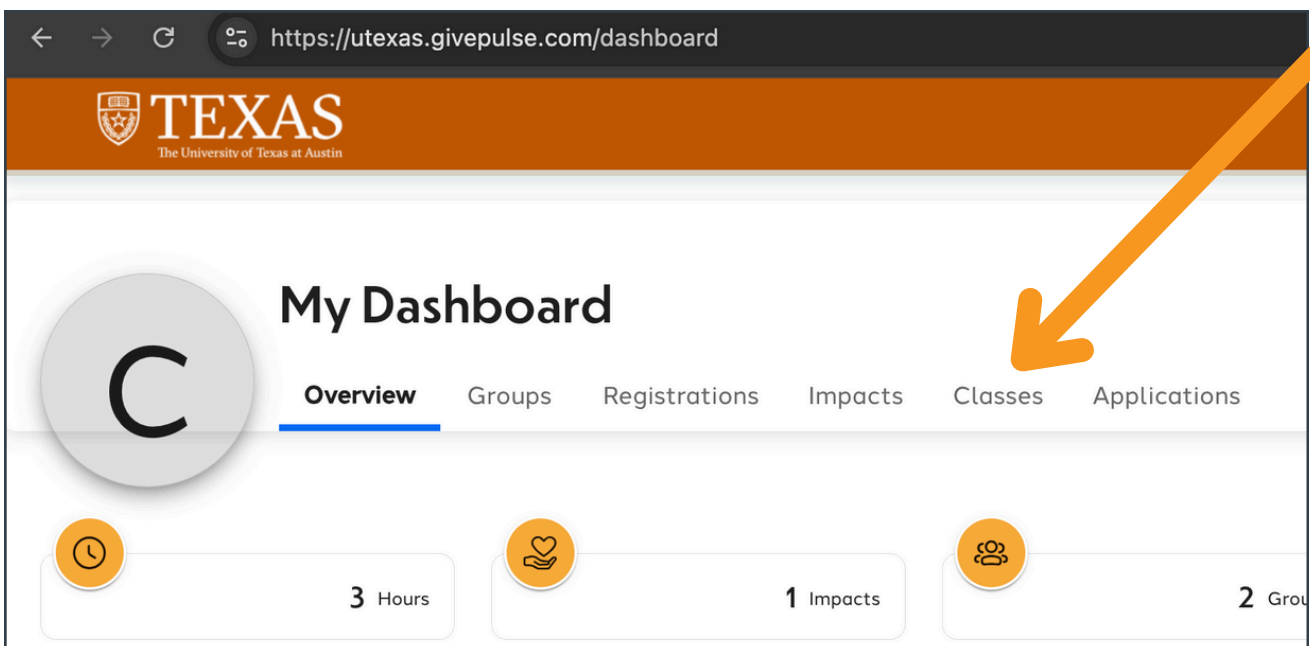*Office of the Dean of Students*
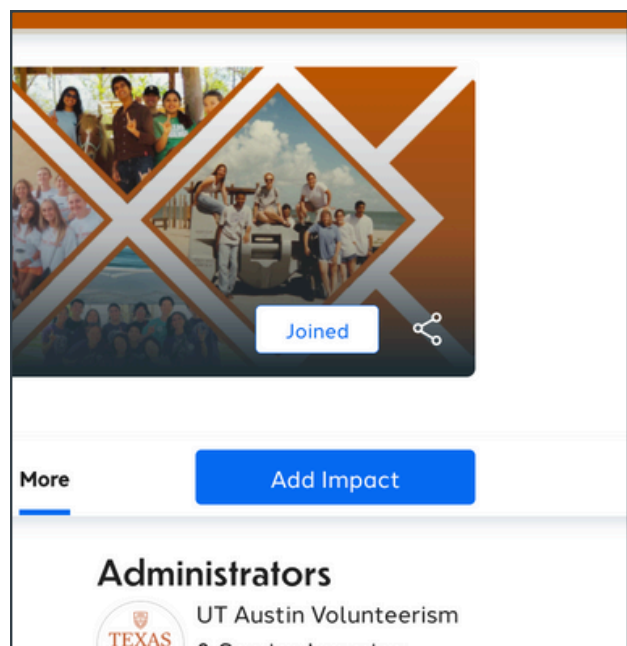
FIND YOUR COURSE

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.

Welcome to Course Name 〉 Inbox ×

UT Volunteerism & Service-Learning <notification@givepulse.com>   Unsubscribe   11:41 AM (1 minute ago)   ☆   ☺   ↩
to me ▾

TEXAS
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Hi   ,

You are now a member of Course !

As a member, you're able to view and register to private events and opportunities
and much more.

Keep up to date with what's happening at Course by visiting:
https://utexas.givepulse.com/group/

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

← → C   ⦿ https://utexas.givepulse.com/dashboard

TEXAS
The University of Texas at Austin

My Dashboard

C

Overview   Groups   Registrations   Impacts   Classes   Applications

🕐 **3** Hours   🤝 **1** Impacts   👥 **2** Grou

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

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

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LOG YOUR SERVICE-LEARNING HOURS

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

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

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LOG YOUR HOURS (CONT.)

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**."

Timesheet Details   ⇄ Switch to Single Impact

Title

August Hours

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	✓	✏ ✕

+ Add

Total Hours: 14

🗋 Save Draft   Next

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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.

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

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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 &
                     (Verifier)

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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**

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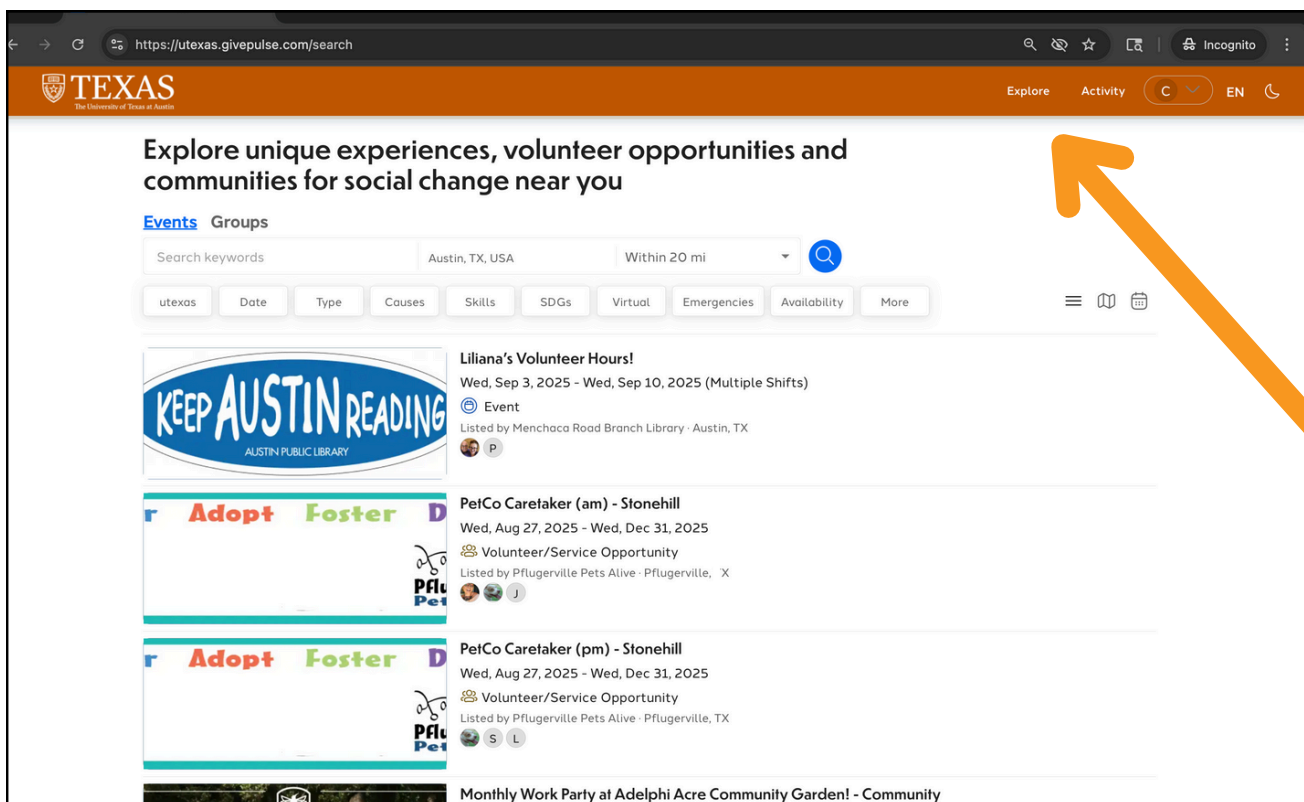
Clicking the "Explore" tab lets you look through **all** of the events and groups listed in the Central Texas area. You can sort by Date, Type, Cause, and more.
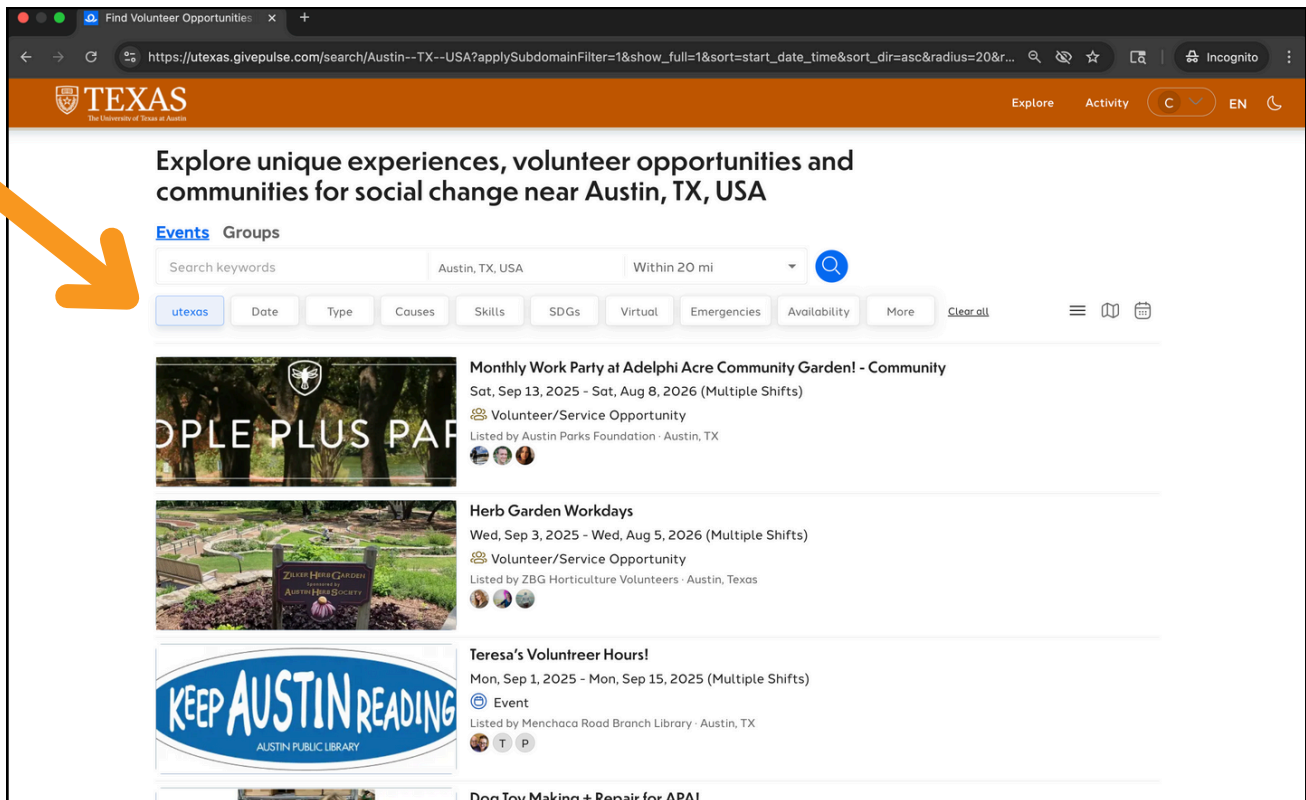
Search Central Texas Opportunities ⊙

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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 ➡

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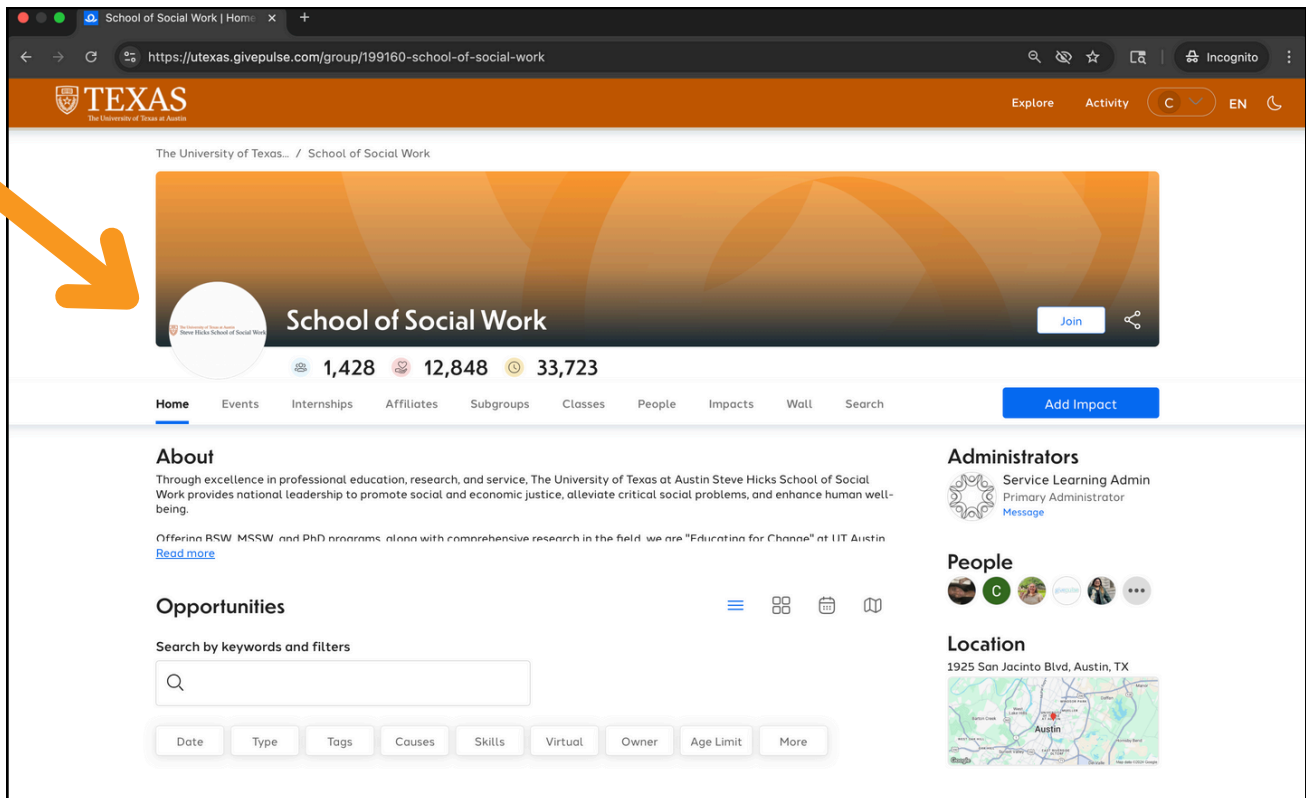**Volunteerism and Service-Learning**
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FIND SERVICE (CONT.)

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 ➤

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Contact Us

@volunteer_ut
www.volunteerut.org
Student Services Building, 4.400
UT Austin Campus

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