For Students:

Creating your account and logging in

1. Access NobleHour from my.gwu.edu OR from www.noblehour.com/gwu
2. If your starting term was after Summer 2015, register by selecting the Sign Up link.
3. Otherwise, please claim your account by logging in at www.noblehour.com/gwu with your Net-ID@gwu.edu email and 6-digit birth date (ex. 010195). Then, you will receive an email to access your account and reset your password.

Track hours associated with a student organization, GW department, or service-learning course

1. Joining the Group
   a. From www.noblehour.com/gwu, select the Groups Tab. This will show you all Groups associated with GW.
   b. If you are tracking hours for a student org or a specific department, search for it. If it isn’t available yet, contact your student org or department lead and request to have them create a Group.
   c. If you are tracking hours for a service-learning class, search for it by Course ID (ex. UW1020). If it isn’t available yet, contact your professor – they may have different tracking requirements.
   d. Once you have found your Group, click the Join button!
   e. If your Group is not yet available, please wait to record your hours until your Group has been established OR follow the steps for tracking unassociated hours.
2. **Tracking a new Opportunity**
   a. From any page, select the Add icon at the top right of the page. It will open a modal:

   ![Modal Image]

   b. In the Select the Opportunity drop-down, search for and select your Opportunity. If your Opportunity is not listed on NobleHour, select *I don’t see it* and skip to number 3.
   c. Enter your date and times, and select Reflection to enter a work reflection.
   d. Select Add Hours.
   e. Review your hours and select *Yes, Contribute these hours now.*
   f. Select your Group from the drop-down and press *Contribute.*
   g. Provide your electronic signature and select Submit.
   h. You can go to the Track tab to review or edit your hours.

3. **Adding hours to an unlisted, Offline Opportunity**
   a. From the Add modal, select *I don’t see it.*
   b. Search the entire NobleHour site. If you still cannot find it, select *Add an Opportunity.*
   c. Enter the details for your Offline Opportunity, making sure to enter the correct supervisor contact information.
   d. Select the dates you served from the calendar. You can click and drag to select multiple dates in a row.
   e. Enter the times you worked for each day. You can enter a reflection by selecting the crown icon. Select *Add Hours.*
   f. Review your hours and select *Yes, Contribute these hours now.*
   g. Select the Group that you want to send your hours to and select *Contribute.*
For Student Organization and Department Leaders, Service-Learning Professors and other GW Faculty:

Creating a Group

a. You must have your own NobleHour account in order to create a Group. Please refer to “For Students > Creating Your Account and Logging In.”
b. Navigate to www.noblehour.com/gwu and select the Groups tab.
c. Select Create a Group.
d. Create the Group with and fill out the Name, Description, and Type.
e. Now, select your settings:
   i. Always select private.
   ii. Always select direct verification.
   iii. Click Create.
f. You’re now on the main Groups page; congratulations on creating your first Group! This list will display all of the Groups that have been created from within the GW Community. Click on the name of your Group from this list.

Invite Members to Join the Group

a. From your Group page, click on the Invite Members
b. Invite your Group members:
   a. Enter their email addresses. You can copy/paste directly into the box.
   b. All general members will be Group Members.
   c. Executive Board members (or other important members) will be Group Administrators.
   d. Enter a custom message, if you’d like.

Approving and Viewing Hours

a. When a member submits hours, you will receive an email and a new submission in your NobleHour moderate menu. Select the link in the email, or login and select the check mark icon.
b. Select **View**.
c. Now, you’re in the Approval page. If everything looks good (and please make sure it does!), type your name, check the box, and hit Approve!
d. If you’d like to look at data for your Group, click the Reports tab within the Admin settings. Select the info icon to drill into a specific student’s reports.

Support

There are plenty of ways to get help with NobleHour! Please follow the steps in this order:

1) Check out our library of support documents and presentations to find the answer to your question.
2) If you’re still having difficulties, email gwserves@gwu.edu with the subject “NobleHour Question.” You may also call 202-994-7981 and leave a message. Your call or email will be returned within 24 hours.
3) If your question is urgent, email support@noblehour.com.
   a. On the bottom right of your screen, you can email the NobleHour support team.