

# A Quick Guide to Getting Started with BGSU serves

## For Students

### Access your Personal Account

1. Website: BGSU.edu/BGSU serves
2. Click "**Log In**", even if you have not already logged into BGSU serves
  - a. Sign in to your account **with your BGSU credentials**
  - b. You may need to 2-step authenticate with DUO Security, then continue to the next section

*Creating an account using an email other than your BGSU email will prevent your group/organization from finding your profile & tracking your impacts!*

3. You should receive a message at the top of the screen that your account was successfully created
4. You can modify your profile at this time, or you can update your profile information later
  - a. Click the "Hi {Your Name}" link at the top right corner of the browser window

### Joining Your Group, Program or Student Organization

1. Visit the "[Explore](#)" page
2. Select the "Groups" tab located above the Keyword Search Bar.
3. Use the Search Bar to look for your organization
  - a. You may need to enter "Bowling Green, OH" or the alternate location information for the group you are trying to connect with
4. After reaching your organization's page, select the "Join" button on the header of their page & cover image.

### Registering for an Event

1. Visit the "[Explore](#)" page
2. Use the Search Bar to look for a service opportunity
  - a. You may need to enter "Bowling Green, OH" or the alternate location information for the area you are trying to do service
3. Use the Keyboard Search if you have specific event information you are looking for, or to search for events based on interest
  - a. You may also use the prefilled boxes underneath the search bar to search opportunities by selected categories
4. After selecting an opportunity, review the details and requirements for the event provided on the page.
  - a. If you are still interested, select the Register button on the left side of the webpage.

5. Fill out the prompted form with all required & relevant information to register for participation in the event.
  - a. To modify or cancel your registration, navigate back to this page, and select "Update Registration".

## Adding an Impact

1. Visit the Organization's page that you have fulfilled an impact for
2. Select "Add Impact" located beneath the organization's header image
3. Fill out the prompted form with all required & relevant information to ensure the impact is approved.

Or

1. After logging in, hover over your Profile Information in the top right corner "Hi (Your Name)"
2. From the drop-down menu, select "Add Impact"
3. Select the Organization you made an impact with. (You must have previously joined the group for it to appear on this screen.)
4. Fill out the prompted form with all required & relevant information to ensure the impact is approved.

**BGSU.serves**