

CO-OP DASHBOARD

Students may also use Hour Republic to track their co-op hours. Follow the same login instructions, and select Co-op in the top right-hand menu bar.

SHSM Co-op Volunteer



Forgot your Username or Password?

If you forget your *Username*, click Log In > “Forgot Your Username? Recover it here”.

If you forget your *Password*, you can reset your password by visiting the Log In page and click “Forgot your password ?” - then enter in your username and the email address that you used to sign up.

Looking For Volunteer Opportunities?

For a list of activities that are eligible visit:

<https://www.wcdsb.ca/parents/student-involvement/>

OR

visit your Guidance Office for Volunteer postings

Cambridge	Kitchener-Waterloo
<ol style="list-style-type: none"> Go to http://volunteercambridge.cioc.ca/volunteer/ See <u>Looking for Volunteer Opportunities in Cambridge and area?</u> Under Suitable For ... select an option appropriate to you. Under In the Community ... select an area you are willing to volunteer in. Select Search. Your search results will appear. Click on an individual Position Title for key details about any opportunity listed. If a position interests you click on Yes, I'd like to Volunteer! at the top of the page. Complete the Volunteer Form or continue to review additional opportunities that interest you. 	<ol style="list-style-type: none"> Go to http://www.volunteerkw.ca To find suitable volunteer positions: Click on the red 'SEARCH' button. Click on the red 'YOUTH' button. Now select the red 'INTERESTS' button. Choose one or more 'Areas of Interest'. Type in your School Name, your Name and E-mail Address. Click on 'SEARCH'. Review the search results. For more information click on the 'Position Title'. If the position interests you scroll down to 'How to Apply'. To volunteer for this position, contact the organization by e-mail or phone. To return to the original list of opportunities scroll to the top and select Return to listing.
<p>or go online to the Cambridge United Way Volunteer Centre</p>	<p>or go online to the Kitchener-Waterloo Volunteer Action Centre</p>



COMMUNITY SERVICE HOURS

Track your hours **ONLINE** using



Render service with enthusiasm, as to the Lord and not to men and women, knowing that whatever good we do, we will receive the same again from the Lord... (Eph 6:7-8)

October 2016

How do students sign up for an account?

Recommend using Google Chrome

Step 1: Navigate to www.hourrepublic.com and click the **Sign Up** button

Step 2: Type in a Username that you will remember

TIP: Use the same username as your school computer or the same username as another school software program

Step 3: Enter in a Password (NOTE: Passwords must include at least 6 characters, a capital letter and a number (e.g., Judy29))

★ Write down your username and password or save it to your mobile device.

Step 4: Enter your **Name** (First, Last)

Step 5: Enter your Board Gmail address (this is the email address you will use to reset your password if you forget)

Step 6: Select **Student ID** - this may be your OEN (found on the top of your report card) or another ID, as directed by your teacher

TIP: If this number matches our records, then you will be logged in right away. If not, please contact your teacher to inquire

Step 7: Select **School Board** (Waterloo Catholic DSB) and the **School**

Step 8: Enter **Year Started** high school (this is how Hour Republic calculates a student's grade)

Step 9: Enter **Birthday, Gender, Postal Code**

TIP: Use your school postal code if you want to look for volunteer opportunities closer to school, rather than your home.

Step 10 Review and check the box to accept the **User Agreement**

Step 11: Check the box **I'm not a robot**

Step 11: Click **Register**

NOTE: You will be logged in right away if your Student ID match your school records. If not, please contact your teacher to inquire.

Hour Republic



Student Registration

Username

Please choose a username that you will remember.

Password

 Confirm Password

Your password must contain a capital letter, a number, and at least 6 characters.

Name

 First Last

Email

Student ID

Please consult your teacher to determine which ID to enter here (e.g. OEN). If your ID does not match our records, then you will not be automatically logged in.

School Board

 Choose...

School

 School

Year Started High School

 Choose...

We use this information to calculate your grade.

Birth Date

 YYYY-MM-DD

Gender

 Choose...

Postal Code

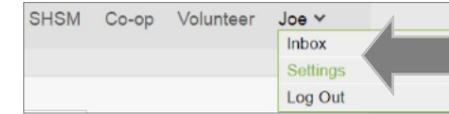
We use this information to provide volunteer opportunities close to your location.

I have reviewed and accept the [user agreement](#).

I'm not a robot



Before you can verify your hours, you will need to enter Parent/Guardian information.



- In the top right corner, select your name
- Go to Settings
- Select Parent/Guardian

Parent/Guardian First Name

Parent/Guardian Last Name

Parent/Guardian Email Address

Parent/Guardian Phone Ext.

1. Enter your Parent/Guardian First Name and Last Name
2. Enter your Parent/Guardian email address
3. Enter your Parent/Guardian phone number. Leave the hyphens out of the phone number for it to work (e.g. 5557774444)

TIPS:

- If you don't know your Parent/Guardian's information, please use your Guidance Counsellor's school contact information (see your school website for info).
- You can **print** your hours for an employer/parent to sign if they do not have an Email address.
- You can **change/update** your account information later under **Settings** once your account is activated.
- Take the hyphens (-) out of the Phone # for it to work (e.g. 5557774444)

It should only take a few minutes to activate your account and then you can login and begin using Hour Republic to track your volunteer hours.



Tutorial Videos:

Sign up - <http://tinyurl.com/kufkh3h>

Using the Dashboard - <http://tinyurl.com/17pjhbm>