

# ARKANSAS TECH UNIVERSITY SERVICE HOURS

## WHY SHOULD I LOG MY HOURS?

- ✔ Maintaining accurate and vetted records of your volunteer hours allows you to be competitive for fellowships, scholarships, and graduate school applications.
- ✔ Giving back benefits the greater good of the community.
- ✔ Students who log the most hours of service each month receive a \$25 Visa gift card.
- ✔ Students who log 100 hours of service in the community before they graduate will receive a medallion and be recognized for their time and commitment to service.

## HOW TO LOG YOUR SERVICE HOURS

Logging service hours using theLink is an easy process.

1. Go to [thelink.atu.edu](http://thelink.atu.edu)
2. Login using your OneTech username and password.
3. Click on your name toggle in the top right corner.
4. Click the “Involvement” tab.
5. Next, click “Service Hours” tab.
6. Find the “Add Service Hours” button, and fill out the form with your organization, description of volunteer work, date, length of service, and a contact to verify your hours.
7. Finally, click create for approval!

*If you still need assistance or are looking for service opportunities contact Campus Life at [campuslife@atu.edu](mailto:campuslife@atu.edu)*

Division of Student Services  
**Leadership & Service**

For questions, contact Campus Life at 479-968-0276 or [campuslife@atu.edu](mailto:campuslife@atu.edu).