Using the AuburnServes Website - FACULTY/STAFF

1. Visit www.auburnserves.com

2. Click on ‘Faculty’ on the AuburnServes homepage

3. You will see a page that says ‘Welcome, Faculty and Staff!’ at the top:
   If you are a faculty/staff member and have previously logged into the site, click the link that says ‘Log in now’.
   If this is your 1st time visiting the site and you’d like to join click the link that says ‘Log in’.

   Welcome, Faculty and Staff!

   We encourage you to join our efforts to increase the number of service learning courses available to students. Service learning provides a diverse and innovative learning experience that extends from the classroom to the community. This type of educational approach benefits students, faculty and the community.

   Log in now to view your profile, register your class as a service learning class, and volunteer your entire class for service activities.

   First time logging in? Log in with your Auburn ID and password and get started!

4. Once logged in, you will be taken back to the homepage. From here, click the ‘My Profile’ Link in the left hand blue menu.

5. You will then see your profile page. Here you can see what activities you’ve signed up for; add a course; subscribe/unsubscribe from the mailing list; update your user interests; and print a personal record of your volunteer history.

   Welcome, [Your name will be here]

   As a faculty member in the Auburn Serves network you can manage your own courses, volunteer your students for upcoming activities, and volunteer for activities yourself.

   Course Activities

   You have no upcoming course activities.

   Your Course

   You don’t have any classes.

6. If you teach a class that has a service-learning component you can add that course here and it will automatically add all of your students to the AuburnServes network where you can post activities for them to partake in.

7. Check out the ‘Upcoming Activities’ link in the orange menu bar and sign up to volunteer for activities that interest you.

8. To add an activity, click the ‘Submit an Activity Request’ link that is located in the blue footer of the website.

   Fill out the form and submit. You will receive an email letting you know when your activity is approved.