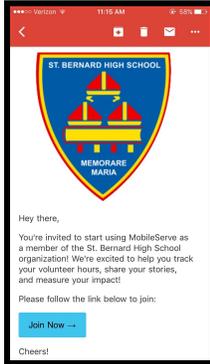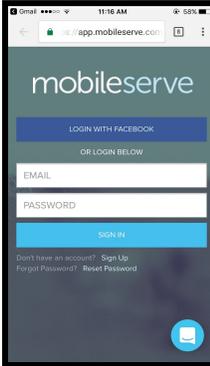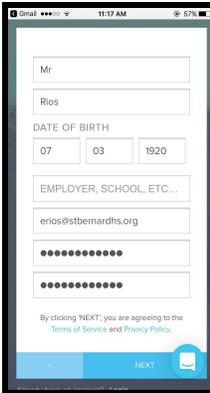# Mobileserve Instructions

Step 1:

You will get an email from mobileserve on your student email.
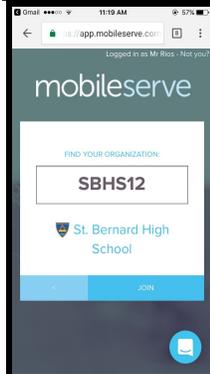Click 'Join Now.'

Step 2:

You will be taken to the mobileserve login page.
Click 'Sign Up' near the bottom of the page.

Step 3:

Enter your information **USING YOUR STUDENT EMAIL**.
Do not worry about filling out the 'EMPLOYER, SCHOOL, ETC,' section. That will be the next step.
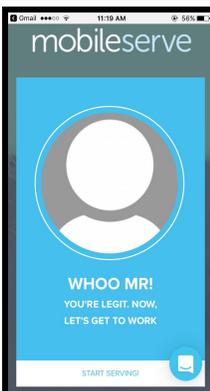
Step 4:

Enter the St. Bernard High School Code.
It should already be provided but if it is not, the specific codes are:

Freshman, Class of 2021: **8CB769**
Sophomores, Class of 2020: **F2D527**
Juniors, Class of 2019: **E8EA33**
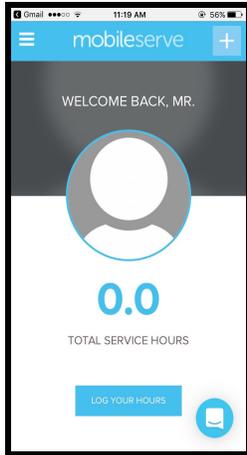Seniors, Class of 2018: **599704**

Step 5:

A welcome screen will appear and you will be ready to get started!

Submitting Service Hours (Download the 'Mobileserve' App!)

Step 6:

Click the 'Log Your Hours' button.

Step 7:

1. Get a service placement approved by Ms. Rigard.
2. Input the amount of hours you did.
3. Type in the the Service Organization you worked with, such as 'Heal the Bay.'
4. Click the box above where it says 'St. Bernard High School' so that it has a check mark.
5. Select a category such as 'Environmental or Historical Preservation.' (The explanations for each category will be provided on another handout.)
6. Write 4-5 sentences answering these questions under 'Tell Your Story':
   a. How did I work to help others at my service placement?
   b. How did I work with my community to better understand them and their various life situations?
   c. In what ways did my service allow me to encounter the suffering, compassion, and joys of Christ?
   d. Provide one example of a success and one example of a frustration during your service. How have each helped you grow and better understand your community?
7. Click 'Attach My Location'
8. Type in your supervisor's name and email.
9. Have the supervisor sign your phone.
10. Click 'Submit Hours'
11. Add a photo (Optional).
12. Click 'Done'