

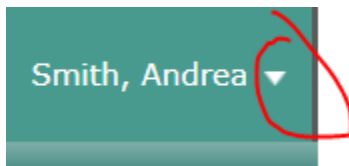
## Instructions for Students to Document Community Service in Aspen

Once the following steps are completed, please pass your community service form into the main office. The Community Service form and workflow must be completed for your service to be logged into Aspen.

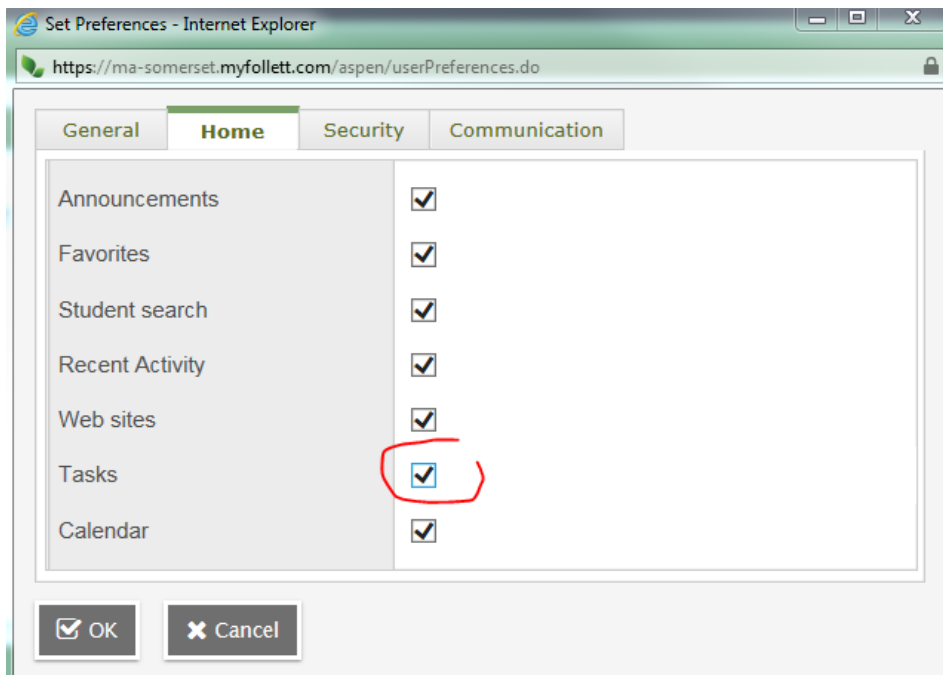
Community Service Form – This will bring you to the school website, click on Community Service Documentation Form to access.

**In order to be able to use the community service workflow, you will need to turn on the Task Widget first (steps 1-5).**

1. Click on the drop down arrow next to your name



2. Click on Set Preferences
3. Click on "Home" Tab
4. Check off "Tasks"

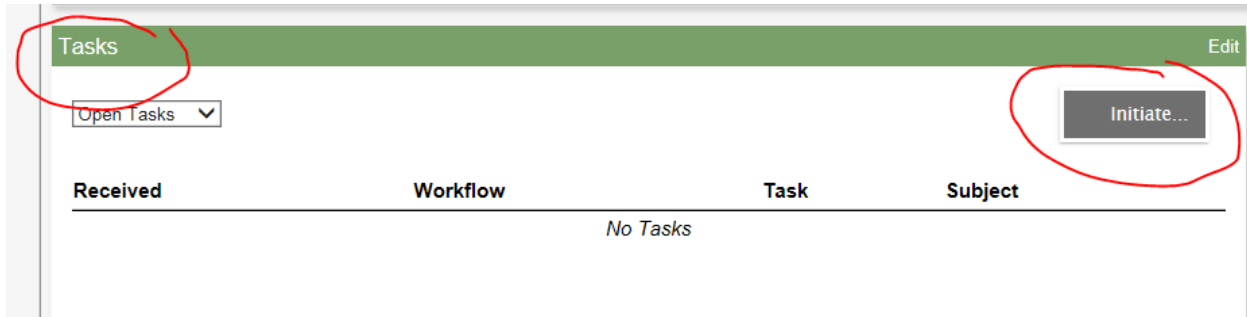


5. Click Ok

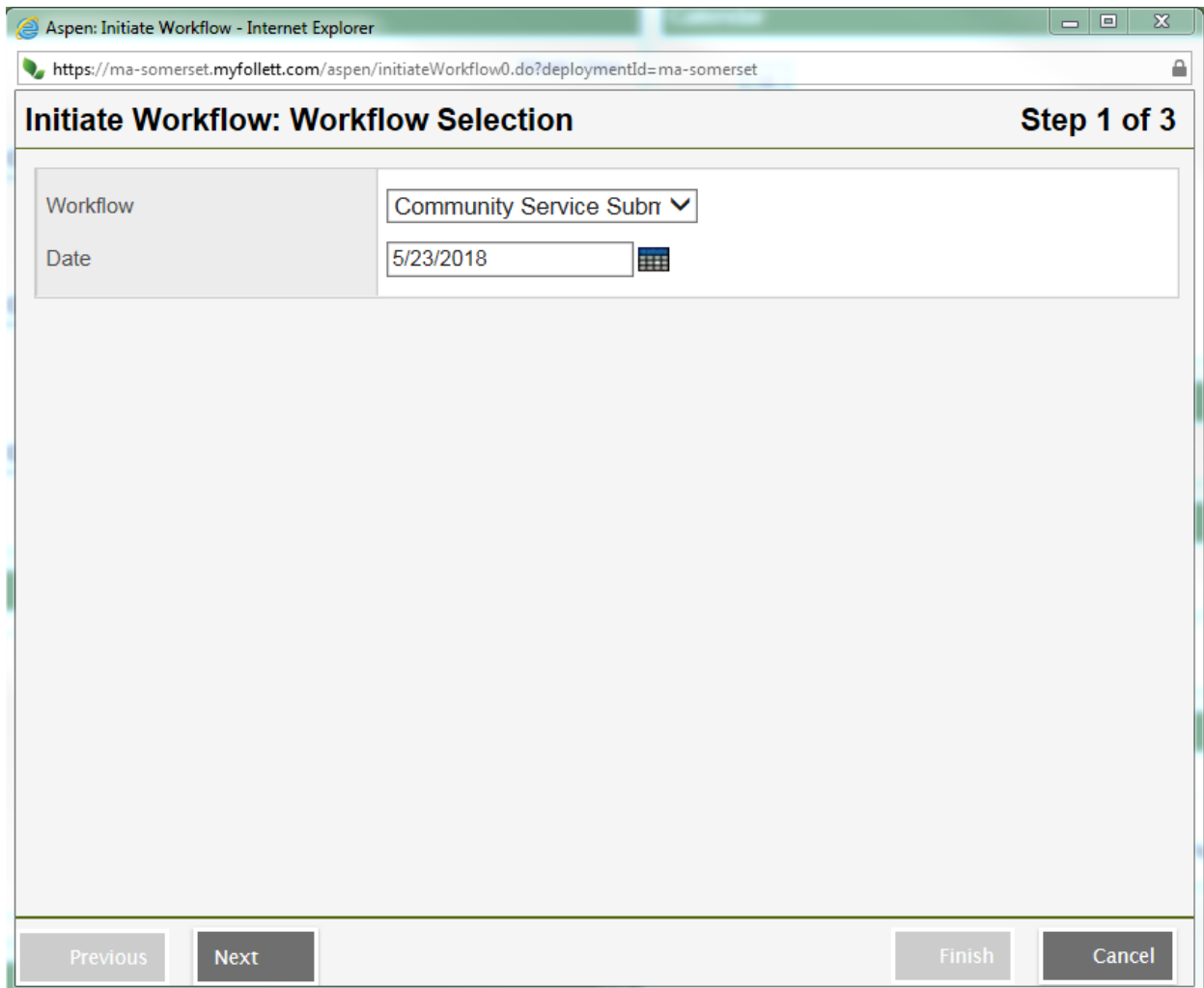
*Once this is done, then you can proceed to next step:*

6. Find the Task Widget located on left hand side.

7. Click on "Initiate" button



*You will see this pop up window:*



8. Click on "Next"

*You will see this pop up window:*

Aspen: Initiate Workflow - Google Chrome  
Secure | https://ma-somerset.myfollett.com/aspn/initiateWorkflow1.do?validWizard=true

### Initiate Workflow: Details Step 2 of 3

#### Community Service Submission

|                         |                                |
|-------------------------|--------------------------------|
| Date *                  | <input type="text"/>           |
| Event *                 | <input type="text"/>           |
| Category *              | <input type="text"/>           |
| Hours *                 | <input type="text" value="0"/> |
| <u>Adult Supervisor</u> |                                |
| Name *                  | <input type="text"/>           |
| Phone number *          | <input type="text"/>           |
| Email *                 | <input type="text"/>           |

Comment

9. Complete the information and click on Next.