

Instructions for Tracking BSW Community Service January 2025 Application

Students are encouraged to use iServe to connect with and track community service hours. All students have an iServe account associated with their WVU login. Below are instructions on how to find service opportunities, sign up, and track service so that it counts towards your BSW requirement.

1. Login to your iServe account on iServe.wvu.edu using WVU Faculty/Staff/Student Login.
2. Once logged in, click your cohort's user group link to join the appropriate group:
 - a. [Class of 2026 \(This is the group for January 2025 applications\)](#)
3. Once joined, you can access this group in the future by going to the dropdown menu in the top right corner of the page and selecting **My User Groups**.
4. In this page, you can easily access specific needs to respond to by clicking **View Volunteer Needs** beside your user group's name.
 - a. The volunteer needs connected to the SSW user group should be well suited for social work students. You are not limited to these opportunities and may explore other opportunities under general Volunteer Needs from the left side menu. Keep in mind that the majority of your service hours should allow you to interact with people.
5. Find a volunteer need that is of interest to you and click the Sign-Up button. Answer the questions and click submit. You have now signed up for that need. Either show up at the designated place and time or reach out to the organization to arrange a time.
6. After completing your service, you will log back in to iServe to track your hours. Click Track Hours from the top menu under your initials.
7. Select the volunteer need that you are tracking and complete the other fields. **When tracking hours, under *Hour Details* choose your respective user group from the dropdown.** If you do not select your user group, these hours may not count towards your requirement. If you do not see this option, go back to step 2 and click your class's use group.
8. You may track needs associated with your group, other needs that you find on iServe, or needs that do not appear on iServe. For more information about tracking hours, [view the help page](#).

[View an iServe video tutorial](#)