

## Step 1: Claim your Account

### From your computer

1. Go to [www.drake.edu/dugood](http://www.drake.edu/dugood)
2. Click the white **Join** button
3. Select  Login via Drake  
Log in using your Drake University username and password.
4. Enter your Drake email and password

### From your mobile device

1. Download the GivePulse App 
2. Select **Continue with Single Sign-On**
3. **Search for Drake University** and hit select
4. Enter your Drake email and password

## Step 2: Join the CPBA Honor Roll group

### From the DUGood home screen

1. Click **Subgroups**
2. Type **CPBA** in the search box and hit enter
3. Select **CPBA Dean's Honor Roll for Social Impact**
4. Click the white **Join** button

### From the App

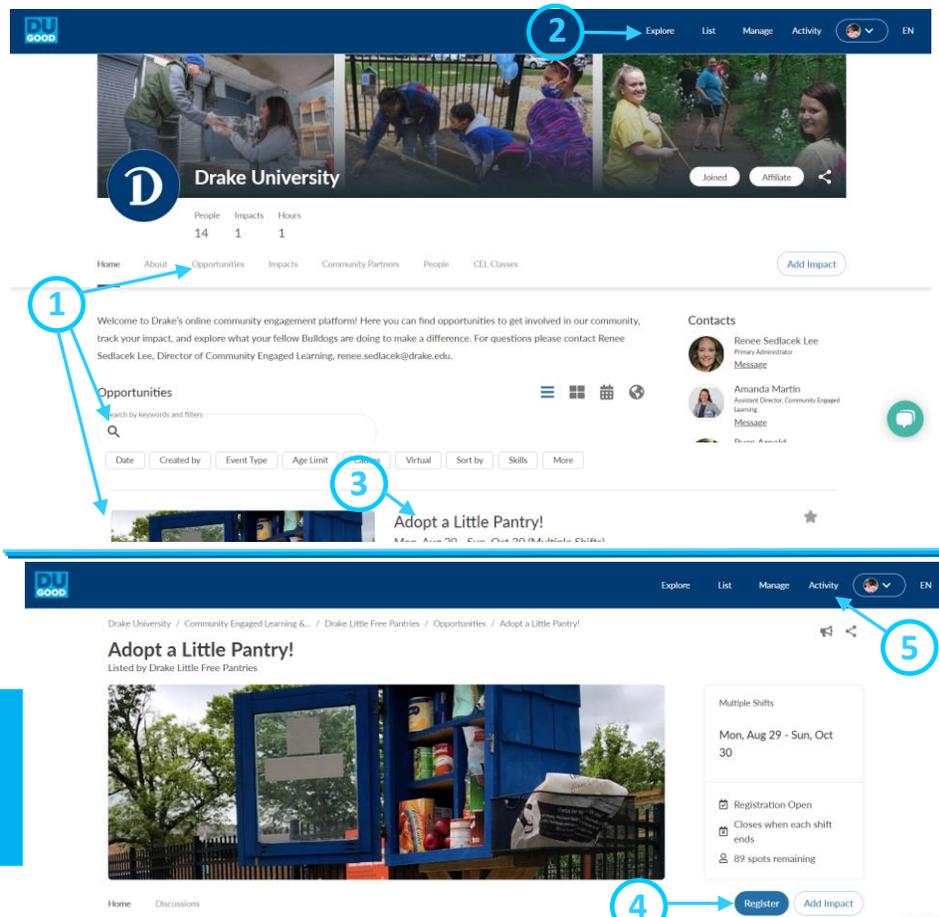
1. Click the **search icon** 
2. Select **Groups**
3. Type **CPBA Dean's Honor Roll** in the search box and select it
4. Click the white **Join** button

Now is a good time to search for and request to join the other Drake groups you volunteer with. Repeat the steps above, changing the name of the group. Can't find your group? Email [renee.sedlacek@drake.edu](mailto:renee.sedlacek@drake.edu).

## Step 3: Search for Opportunities & Register for Events (Web Browser)

### From the DUGood home screen

1. **Scroll** the curated list of opportunities specifically shared with the Drake network. From here you can search by keywords or filter by date, cause, skills, and more!
2. **Click Explore** to search by location. This feature also includes opportunities outside of the Drake network.
3. **Click the title** of the event or opportunity you want to learn more about.
4. **Click Register** from the event or opportunity page to sign-up, which notifies the contact person of your interest.
5. **Select Activity** in the top navigation bar to see all your registrations, impacts, group memberships, and more.



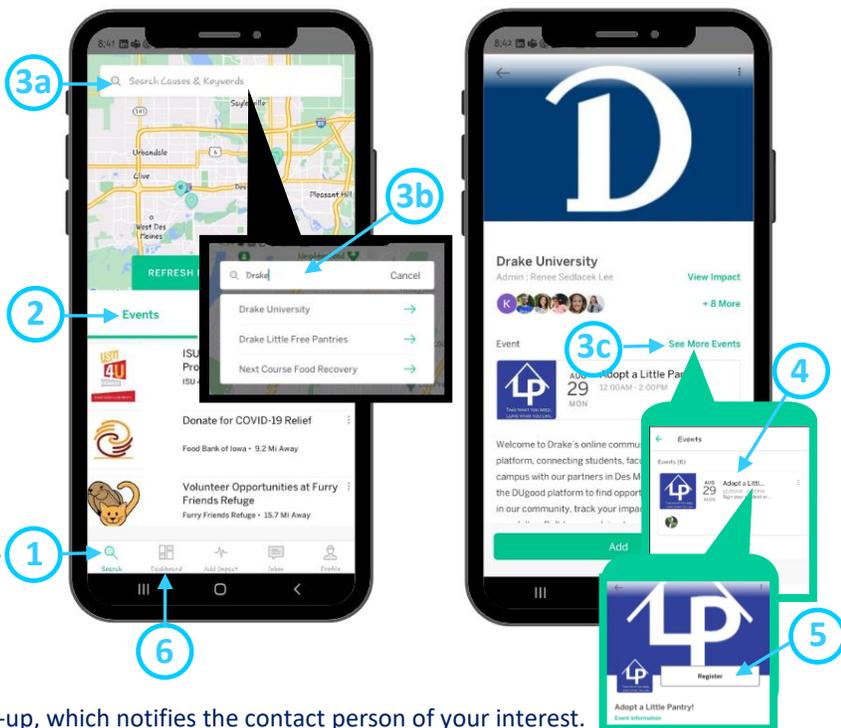
The screenshot shows the DUGood web browser interface. At the top, there is a navigation bar with 'Explore', 'List', 'Manage', 'Activity', and a user profile icon. Below this is a banner for 'Drake University' with statistics for People (14), Impacts (1), and Hours (1). The main content area features a 'Welcome to Drake's online community engagement platform!' message and a search bar for 'Opportunities'. A list of opportunities is displayed, with the first one being 'Adopt a Little Pantry!'. A blue box highlights the 'Register' button for this event. The bottom of the page shows the 'Adopt a Little Pantry!' event details, including a photo of a pantry, the dates 'Mon, Aug 29 - Sun, Oct 30', and a 'Register' button.

**Tip!** Browse the list of community partners from the link on the home page, or by using the Explore button. Select a partner, click the **About** tab, and then select **website** to learn more.

## Step 3: Search for Opportunities & Register for Events (Mobile App)

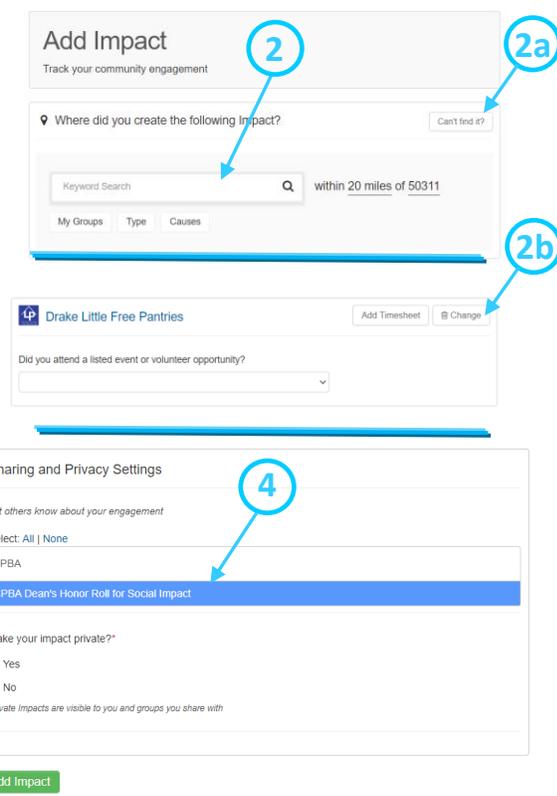
### From the app

1. Click **Search** to open up a map view. (NOTE: If your map does not default to Des Moines, zoom out and re-center the map on Des Moines, then select REFRESH MAP).
2. Click **Events** to open a list of opportunities in Des Moines
3. a. Use the **Search Bar** to filter by date, cause, skills, and more!  
– Or –  
b. Type **Drake University** into the search bar, to see a curated list of opportunities shared with the Drake network.  
– Or –  
c. Search for **Drake University** and then select **See More Events** to scroll through a list of opportunities specifically curated for the Drake network.
4. Click the **title** of the event or opportunity you want to learn more about.
5. Click **Register** from the event or opportunity page to sign-up, which notifies the contact person of your interest.
6. Select **Dashboard** in the bottom navigation bar to see all your registrations, impacts, group memberships, and more.



## Step 4: Record your Impact

1. Click anywhere you see the **Add Impact** button.
2. Search for and select the community partner or event you volunteered with.
  - a. If you don't see the organization you worked with, select **Can't find it?** and type in the name of the organization. You will need to include the name and email address for someone at the organization who can verify your hours. Please give them a heads up.
  - b. If you need to change the organization, select **Change** and re-do your search.
3. **Complete the form.** Enter the date, select **Time** and enter the number of volunteer hours, and write a brief description in the reflection.
4. **From the Sharing & Privacy Settings, select CPBA Dean's Honor Roll for Social Impact,** you can also select your other groups and/or classes\* that you want your hours to be shared with. \*note you must first join a group to share your hours and see it in this drop down.
5. Select **No**, to keep your impact public
6. Select the green **Add Impact** button.



**Impacts = volunteer or service hours that benefit the community**