Tracking Hours for the CPBA Dean’s Honor Roll for Social Impact

Step 1: Claim your Account

From your computer
1. Go to www.drake.edu/dugood
2. Click the white Join button
3. Select
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.

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.

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.

The DUGOOD platform is powered by GivePulse and managed by the Office of Community Engaged Learning.
Questions? Contact primary administrator Renee Sedlacek Lee at renee.sedlacek@drake.edu
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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 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 and re-do your search.
3. **Complete the form.** Enter the date, select 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

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