DU GOOD

Step 1: Claim your Account

From your computer

1. Go to 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 your Student Organization's group

From the DUgood home screen

1. Click **Subgroups**
2. Type the **name of your Student Org** in the search box and select it
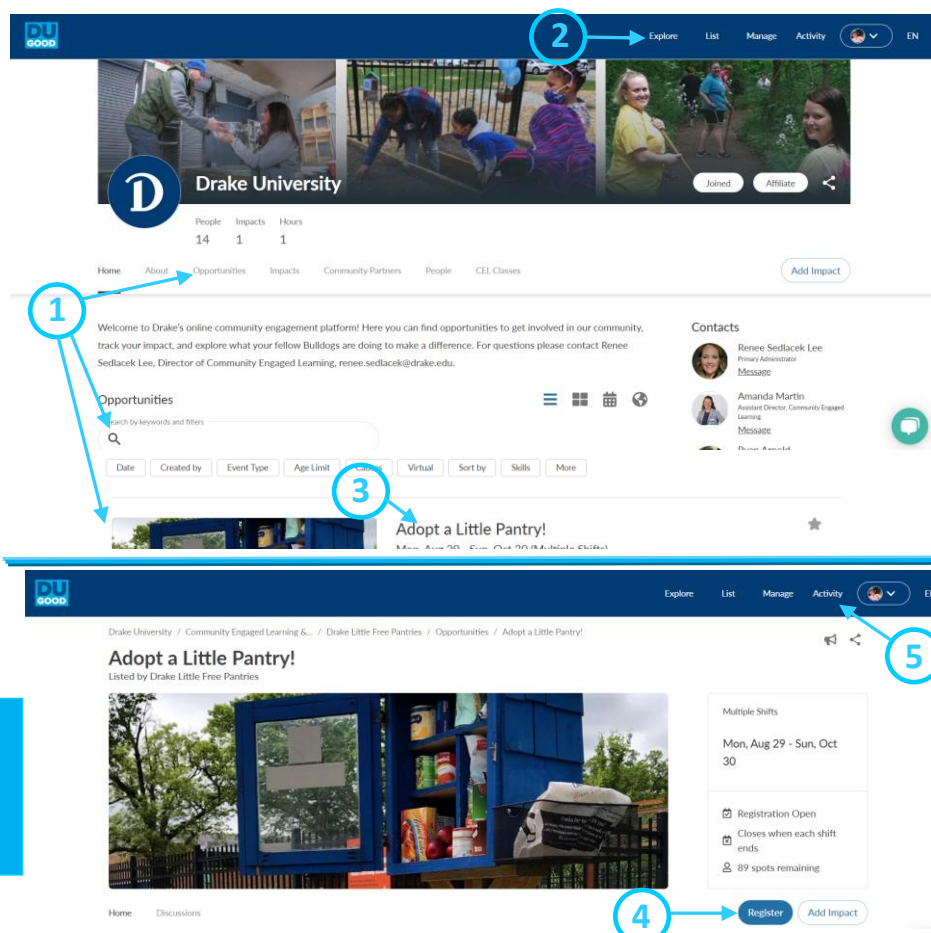3. Click the white **Join** button

From the App

1. Click the **search icon**
2. Select **Groups**
3. Type **the name of your Student Org in the** 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.
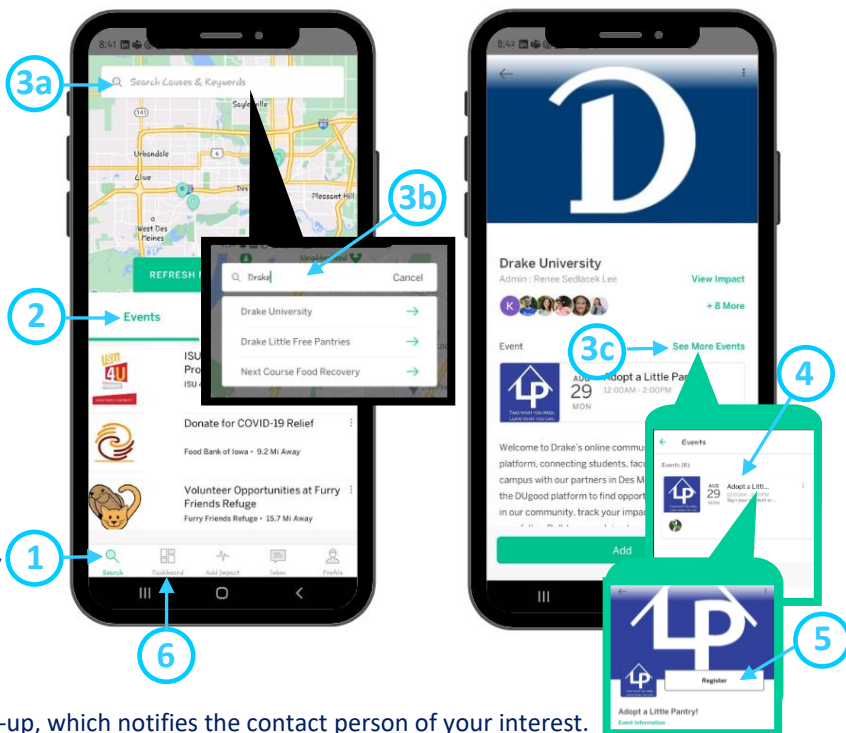
Tip! **Browse the list of community partners** from the link on the home page, or by using the Explore button. Select a partner, click the **About** tab, and then select **website** to learn more.

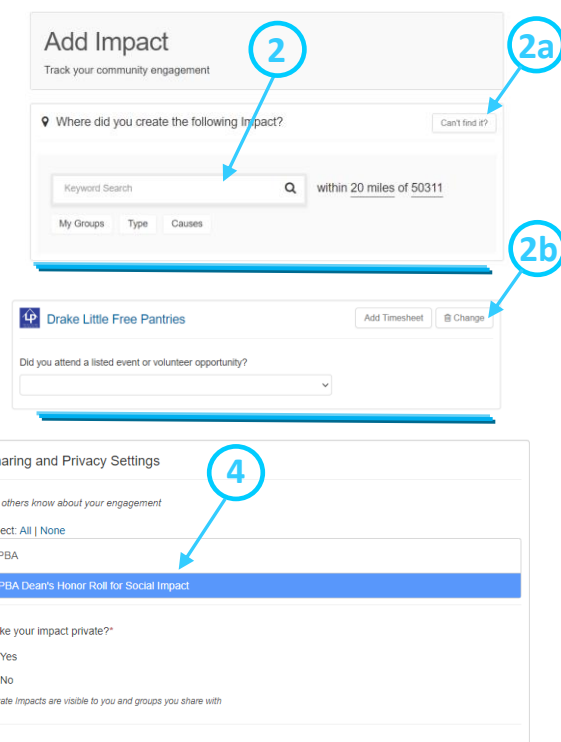# Step 3: Search for Opportunities & Register for Events (Mobile App)

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 partner 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 partner, 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 your Student Organization,** you can also select 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 menu

5. **Select No,** to keep your impact public

6. Select the green **Add Impact** button.

Impacts = volunteer or service hours that benefit the community