

Helper Helper App step by step How to add your DEI time

Follow the steps below to download and sign into the mobile app on your iPhone or Android device. Please contact Kathy Meyer at ktmeye01@louisville.edu if you have any questions or problems.

1. Download the Helper Helper mobile app

iPhone: <https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fitunes.apple.com%2Fus%2Fapp%2Fhelper-helper%2Fid670630951&data=04%7C01%7Cmaria.tinnell%40louisville.edu%7C280ae540b12d4bfe5e2308d8fe78fc1b%7Cdd246e4a54344e158ae391ad9797b209%7C0%7C0%7C637539142885456982%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C1000&data=7UcR1h%2FxFM9CVqYzYpwsH7WnOkpeuSyilj6HEpWfw%3D&reserved=0>

Android: <https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fplay.google.com%2Fstore%2Fapps%2Fdetails%3Fid%3Dus.helperhelper&data=04%7C01%7Cmaria.tinnell%40louisville.edu%7C280ae540b12d4bfe5e2308d8fe78fc1b%7Cdd246e4a54344e158ae391ad9797b209%7C0%7C0%7C637539142885456982%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C1000&data=doigJWK07DUUI2Ut2pR4gpiJw9eovwFD17FoTSoO2VQ%3D&reserved=0>

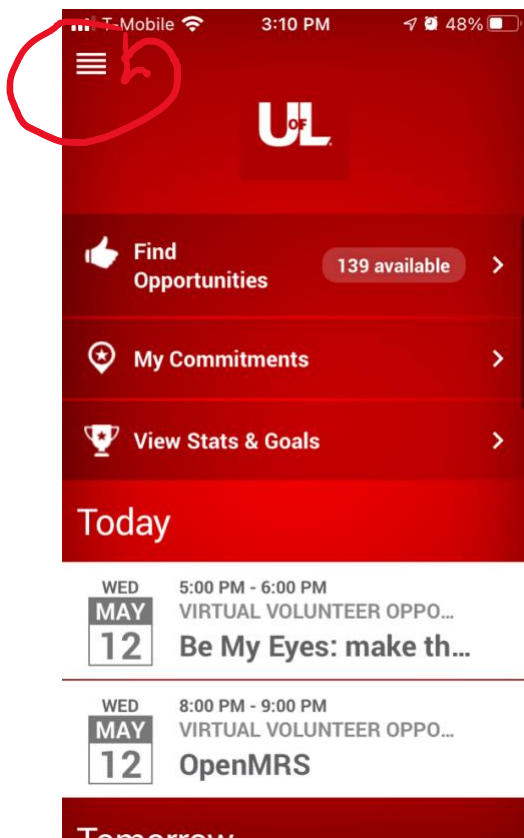
2. Sign Into the Helper Helper mobile app

Email Address: **your ulink university email address** (example mstinn01@louisville.edu)

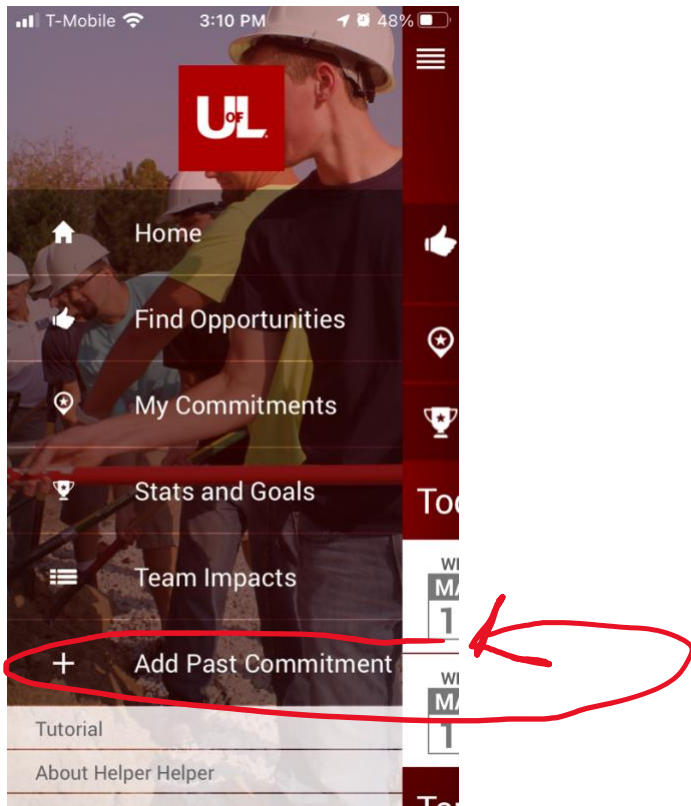
Password: **that was sent from Kathy Meyer**

3. Once you have downloaded the app the home page should look something like this.

Tap the apps menu stack in the upper left corner

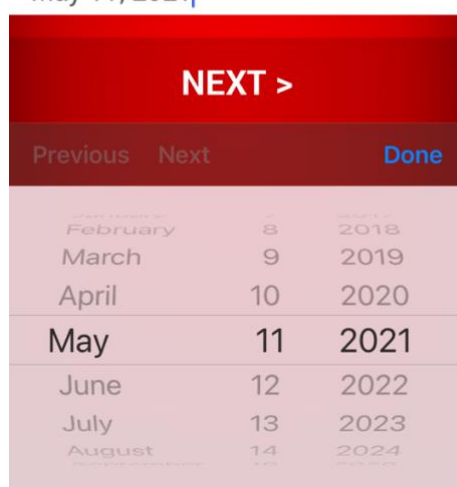
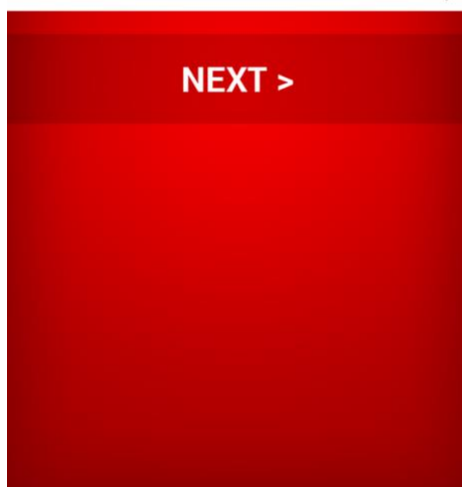
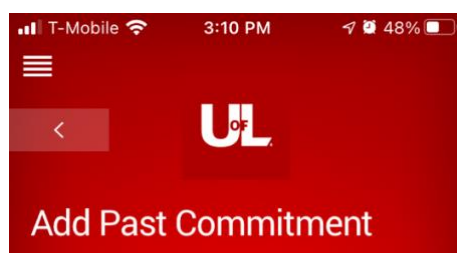
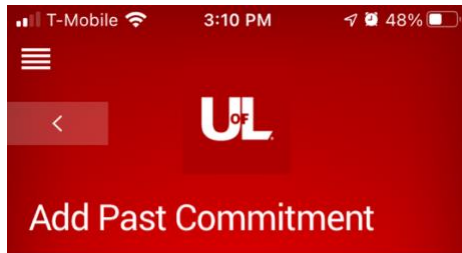


4. Now the screen should look something like this. Click on +Add Past Commitment



5. Then the screen should look something like this.

Start by typing in the date of the DEI work that you have done. **(Note: only projects that you have completed can be added. You cannot add project date of things that will happen in the future.)**



6. Now type in the name of the DEI organization that you are posting
As well as a description of the work that you did.

There is a dropdown box for you to select what type of category of need you are providing. Unfortunately, DEI work is not a choice. Civic & Community is a close match for DEI. Or if you feel one of the other categories is a better fit that is fine too.

Then put the number of hours you volunteered in DEI work. You don't have to put the specific time that you started. You will also be asked to fill in a contact name and email address if there are any questions the validator may have.

Lastly press Submit Commitment.

The validator will review the times and the DEI work listed and approve the times. Then you will see the times in your app

Add Past Commitment

NAME OF ORGANIZATION
CODRE

WHAT DID YOU DO?
NAME OF OPPORTUNITY
Campus-wide listening session

CATEGORY OF NEED
Civic and Community

WHEN DID YOU ATTEND?
START TIME: 11:00 AM
START DATE: May 11, 2021

DURATION
2 hours 0 minutes

WHO CAN VALIDATE ATTENDANCE?
COORDINATOR FIRST AND LAST NAME

Add Past Commitment

WHO CAN VALIDATE ATTENDANCE?
COORDINATOR FIRST AND LAST NAME
Muriel Harris

COORDINATOR EMAIL ADDRESS
muriel.harris@louisville.edu

COORDINATOR PHONE NUMBER
muriel.harris@louisville.edu

MESSAGE TO COORDINATOR
(PLEASE DESCRIBE)

SUBMIT COMMITMENT

