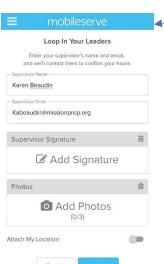# MobileServe- Mobile App

Logging Parent Service Hours Directions

Parent/Guardian and student service hours are tracked on MobileServe. These directions are for entering service hours by using the MobileServe App. Here is what the app looks like in the App Store:

1. Download the App: MobileServe App (Impactful Storytelling)

2. Follow the [MobileServe Account Set Up](#) directions founds on the Parents Association website page. Please note, you must enter your **YOUNGEST** MCP student class code.

3. Once your account is set up, click "Home" and now you can start logging your service hours.

4. Your 'home age' will show your total hours logged (ex: 48.50). To add a service hour for an event/service click the + icon.

5. Add your hours and information:
   - Select the date of service
   - Enter total hours served
   - Service Org: Mission College Prep
   - **MCP PARENTS:** Select your year of service in Category under MCP Parents; (if you are an OMS parent, ONLY enter hours worked under the MCP Parents section and leave OMS: Parent Hour category unselected – to record your MCP hours. It should look like this picture)
   - **Tell Your Story:** What service you provided. Such as Parents Association Meeting, Chaperone, Driver, Staff Luncheon... (if you are logging WorkStudy hours make a note here.)
   - **Click Next**

6. **Verification Page:** Parent/Guardian volunteers are not required to list a supervisor or get a signature. If you are submitting a receipt for service hours credit, snap a picture using the 'Add Photos' section. Click Submit Hours.

7. Upon successful addition of your hours, you will see the following page

8. To log additional service hours, click Home

9. To locate your total hours per Service Organization, click the three bars in the top left corner and select "Service Resume"