MobileServe
Logging Parent Service Hour Directions
Mobile App

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:

mobileserve

1. Download the App

2. Follow the MobileServe Account Set Up directions found 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 page' 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
- Category: Select the correct year of service
- Tell Your Story: What service your provided. Such as: Parents Association Meeting, Chaperone, Driver, Staff Luncheon Contribution... (if you are logging WorkStudy hours make a note here and include your students name.)
- Click Next

6. Verification page: Parent/guardian volunteers do not need to list a supervisor.
- If you are submiting a receipt for service hours credit, snap a picture using the 'Add Photos'.
- Click Submit Hours

7. Upon successful addition of your hours you will see the following page –
- To log additional service hours, click Home