

EAST TEXAS BAPTIST UNIVERSITY

Service Learning Orientation

www.etbu.edu/serve



DO:

- Go to your school or location at the same day and time every week
- Observe all school or facility rules
- Dress appropriately as a role-model
- Engage your mind to learn something new
- Speak to your site contact if you have any questions or problems
- Clock in and Clock out EVERY TIME
- Wear your name badge each time



DON'T:

- Make promises to any child or client
- Exchange contact information with children or clients
- Take any child or client off campus
- Be alone with a child or client
- Go to the school or facility until you receive a verification email that you have been approved



HOW TO GET CREDIT:

- Clock In & Clock Out
- Go every week at the same day and time



NEXT STEPS:

- Set up a myTimeStation.com account (Your ETBU email address & “forgot password” to set up)
- Download the myTimeStation app for Android or iPhone and make sure to enable GPS
- Wait for an email saying you are “cleared to serve” and providing your PIN for clocking in using the app
- Go every week at the same day and time
- Use mytimestation.com to check progress



TimeStation

Login here

Login

Home

How It Works

Pricing

Signup

Download

Support

Turn any smartphone or tablet into a cloud-based time & attendance system

Signup for FREE

What's TimeStation?

TimeStation is a quick-to-setup, easy-to-use time and attendance system that runs on smartphones and tablets.

Using our Fast-Scan technology, employees can punch In & Out in less than a second, and because TimeStation runs in the cloud, there's no software or servers to maintain. Managers can see who's in and run time and attendance reports anytime,



Get up and running in minutes

Our easy signup process combined with the ability to print your own employee cards, means that you can be up and running in as little as 5 Minutes!



Fast-Scan Technology

With our Fast-Scan technology, Employees can Punch In & Out in less than a second. Employees also have the option to Punch by PIN if their card is not available.



Login

Login to manage employees, print cards and run reports

Login here

eMail:

Password:

Login

[Forgot Password?](#)



my time station



TimeStation - Attendance & Time Tracking

+ GET

App Impulse

★★★★★ (602)



Back

TimeStation

Setup your FREE account in minutes!

To signup, visit:

www.MyTimeStation.com

Visit MyTimeStation.com To:

- Create Your Account
- Manage Employees
- Print Employee Cards
- Run Time Reports

Once your account is setup, press the button below to use this iPhone as a TimeStation

Login

TimeStation

Enter your TimeStation eMail & Password below

eMail

Password

I'm a New User

Login

1 2 3 4 5 6 7 8 9 0

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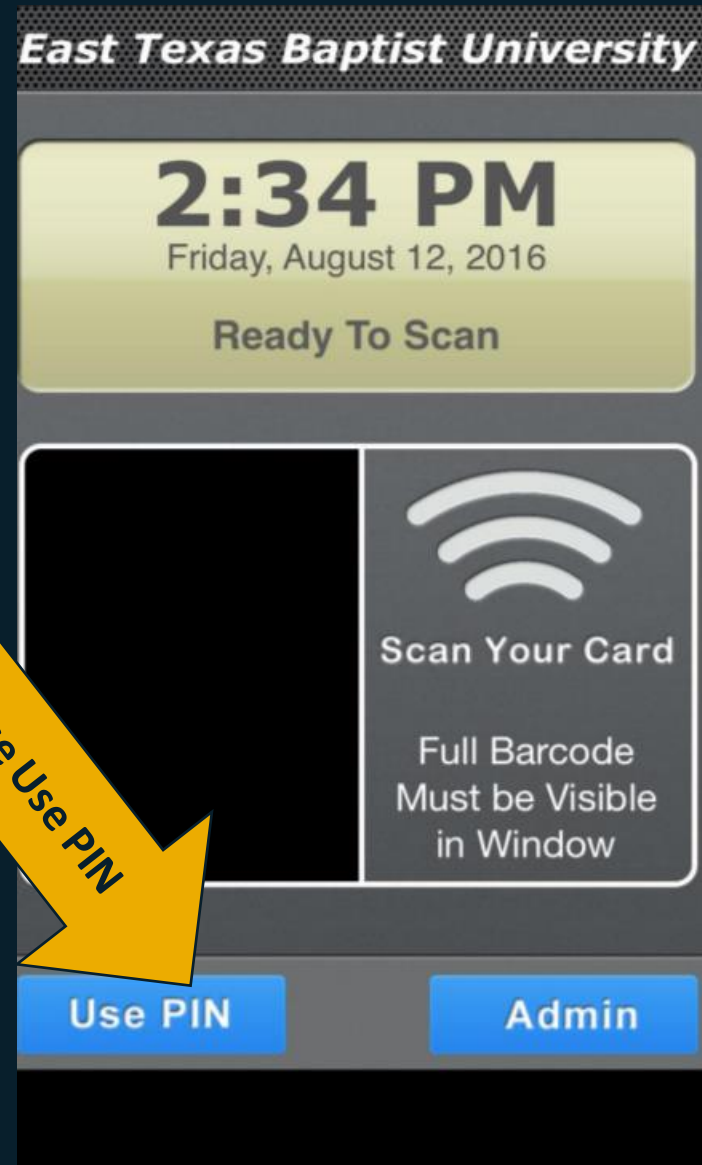
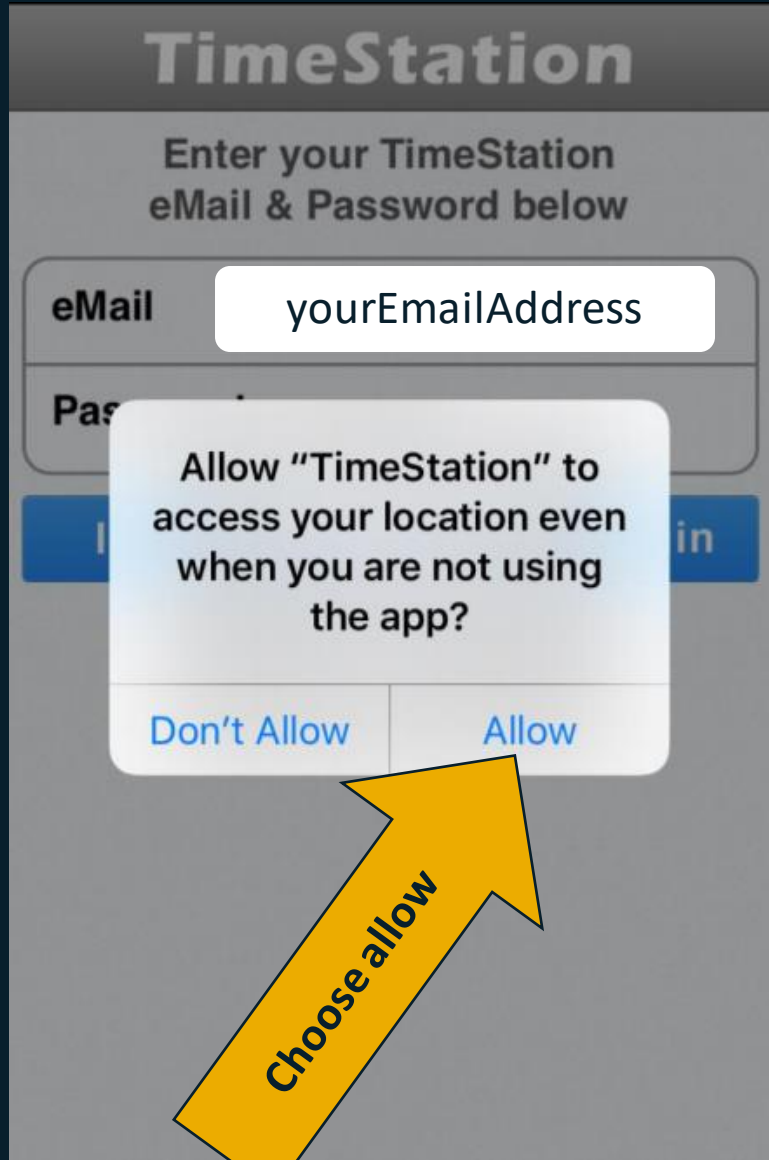
#+= . , ? ! ' ⌫

ABC

space

return





TimeStation

Enter Your 4-Digit PIN

If you don't have a PIN, you can request one from your administrator

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
Cancel	0	X

East Texas Baptist University

2:34 PM

Friday, August 12, 2016

Your Name



In
2:34 PM

Scan Your Card

Full Barcode
Must be Visible
in Window

Use PIN

Admin

East Texas Baptist University

2:34 PM

Your Name



Out
2:34 PM

In: 8/12/16, 2:34 PM

Out: 8/12/16, 2:34 PM

Hours

0.0

Use PIN



Learning and Leading Questions or Concerns

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www.etbu.edu/serve or www.ebu.edu/lead

INFO FOR

COVID-19 INFORMATION | REQUEST INFO | VISIT ETBU | APPLY NOW | GIVE

CURRENT STUDENTS > | FACULTY AND STAFF > | FUTURE STUDENTS > | ADULT EDUCATION > | GRADUATES | UNDERGRADUATES | ALUMNI > | DONORS > | ONLINE > | PARENTS | EMPLOYMENT

CURRENT STUDENTS

- ACADEMIC SUCCESS
- ACADEMIC CALENDARS AND CATALOGS
- ACCOMMODATION TESTING
- CAMPUS CONNECT
- TIGERMAIL
- CALCULATE YOUR GPA
- CLASSROOM LOCATIONS
- CURRENT STUDENTS HOUSING INFORMATION
- COURSE EVALUATIONS
- DINING SERVICES
- MAKE A PAYMENT

INFO FOR > CURRENT STUDENTS >

ETBU Serves

Every ETBU student who receives institutional aid is required to serve 12 hours per semester with a community partner. Students in some classes may have additional or more specific requirements.

Sign up for service times here

COMMUNITY SIGN UPS

SERVICE LOCATION REQUEST FORM

MISD SIGN UPS

ETBU Serves FAQs +

Contact Information +



LEADERSHIP DEVELOPMENT

ETBU SERVES: COMMUNITY SERVICE SIGN-UP

ETBU SERVES: MISD SIGN-UP

ETBU SERVES: SERVICE LOCATION REQUEST FORM

REQUEST TO MAKE-UP A UNIVERSITY-APPROVED
ABSENCE IN LEARNING & LEADING

SERVANT LEADERSHIP AWARDS

INFO FOR > CURRENT STUDENTS > LEADERSHIP DEVELOPMENT >

ETBU Serves: MISD Sign-up

NAME *

STUDENT ID *

EMAIL *

LOCATION AND TIME *

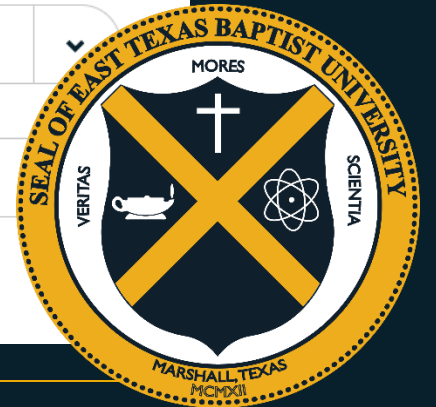
DAY *

PREFERRED GRADE LEVEL *

PREFERRED SUBJECT (EX: MATH, HISTORY, MUSIC, ETC.) *

ETBU MAJOR *

SUBMIT



IF YOU REMEMBER NOTHING ELSE...

- You must have a “cleared” email before you go to the school.
- If you do not clock in and clock out, you will not receive credit
- Go every week at the same day and time
- DID I MENTION YOU MUST CLOCK IN AND CLOCK OUT!?!



