



SERVICE LEARNING
ORIENTATION



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
- 

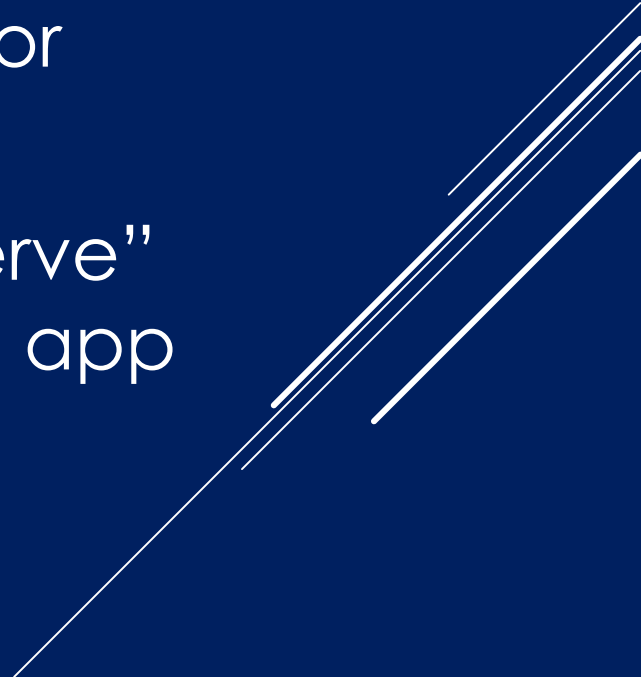
DON'T:

- ▶ 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
- 

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

Signup for FREE

Now on Android!

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, anywhere.

TimeStation is the perfect solution for small and medium businesses looking to track time and attendance without the usual costs and overhead of traditional systems.

The TimeStation mobile App works with smartphones and tablets running Google Android or Apple iOS including iPhone, iPad and iPod Touch.

The versatility of TimeStation allows for a wide variety of applications:

- Track employee time and attendance for your business



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.



Cloud-Based

Because TimeStation is cloud-based, there's no software or hardware to maintain. Managers can access their time and attendance data anywhere they have access to the internet.



Advanced Reporting

Managers have access to multiple online reports to track attendance and calculate pay. Reports can be exported to different formats allowing for easy integration with Payroll systems.



Employee Self-Service Portal

Login

Login to manage employees, print cards and run reports

eMail:

Password:

Login

[Forgot Password?](#)



🔍 my time station ✕



TimeStation - Attendance & Time Tracking

App Impulse
★★★★★ (602)

+ GET



[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

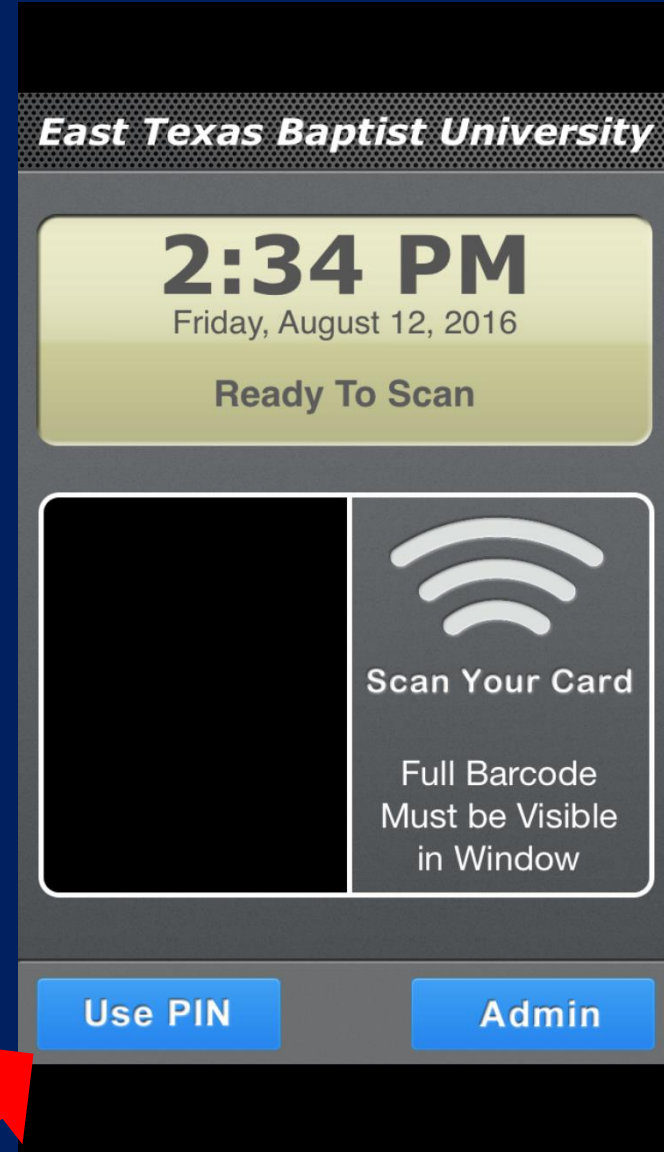
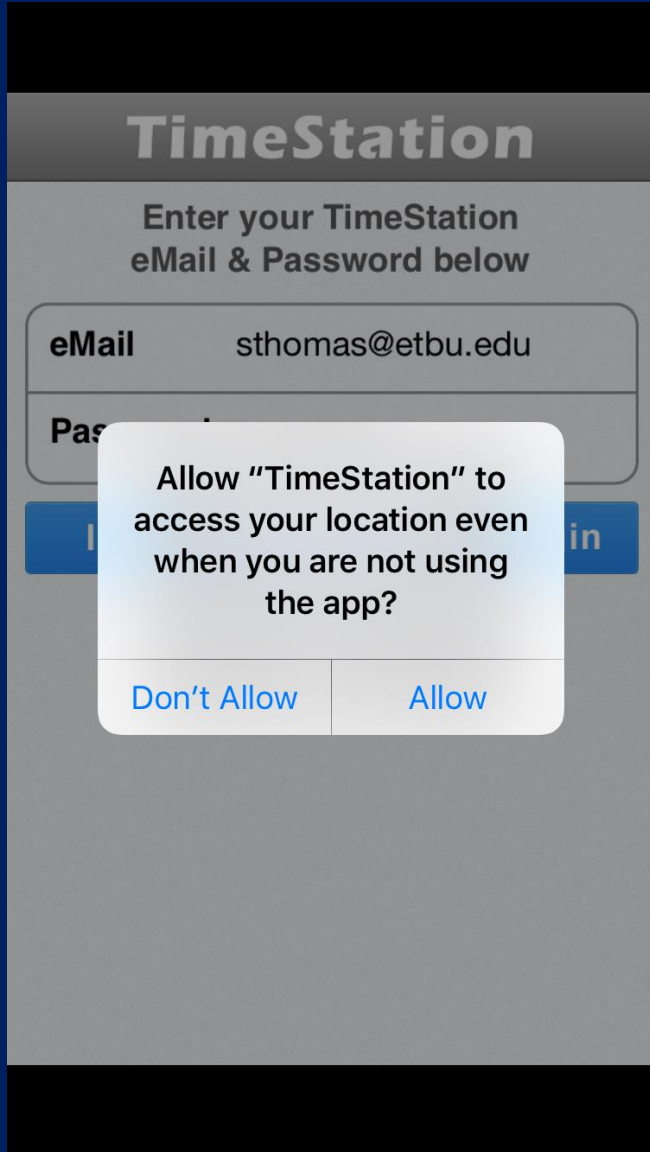
Enter your TimeStation eMail & Password below

eMail sthomas@etbu.edu

Password ●●●●●●

I'm a New User **Login**

1 2 3 4 5 6 7 8 9 0
- / : ; () \$ & @ "
#+= . , ? ! ' ⌫
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

Ready To Scan

Shelby Thomas

In

2:34 PM

Scan Your Card

Full Barcode
Must be Visible
in Window

Use PIN

Admin

East Texas Baptist University

2:34 PM

Shelby Thomas

Out

2:34 PM

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

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

Hours

0.0

Full Barcode
Must be Visible
in Window

Use PIN

Admin

LEARNING AND LEADING- QUESTIONS OR CONCERNS

Ms. Shelby Thomas

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EMPOWERING LEADERS

LEADERSHIP DEVELOPMENT

Shelby Thomas
Learning & Leading
Coordinator
Marshall Hall Suite 301
stthomas@etbu.edu

**SCHEDULE AN
APPOINTMENT**

[Leadership Development](#)
[Leadership Minor](#)
[Foundational Assumptions](#)
[Leadership Fellows](#)

The Best Leaders are the Best Learners

According to research by Kouzes & Posner (*The Truth About Leadership*, 2010) the best leaders really are the best learners. We are committed to equipping every student to be successful in the classroom and as a leader on our campus and in the world. Every freshman student at ETBU takes learning and leading (LEAD 1111) as a part of our commitment to empowering you as a leader.

Students in Learning and Leading are equipped to:

- Serve as Christian leaders in the community
- Build the character necessary for credibility in leadership
- Enhance their skills for leadership

Service

Every student in Learning & Leading serves for one hour each week in a local elementary school. See our Frequently Asked Questions or schedule an appointment with the Learning & Leading Coordinator for assistance with your service hours.

[Click here to Sign-Up for your school service time.](#)

Which school do I serve at?
How can I check to see how many hours I've served?
What's my Time Station password?



▶ etbu.edu/lead



Elementary School Service Sign-Up

First Name *

Last Name

ID Number (on front of ID card) *

ETBU Email Address *

Select Your School (LEAD 1111 students must select by section) *

What day of the week do you want to serve? *

What time of day will you begin your hour of service? *

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!?!**



MAKE SURE TO SIGN UP FOR YOUR
DAY/TIME BEFORE YOU LEAVE.

