

How to Log Your Hours Using America Learns

01. Login to America Learns:
<https://americalearns.net/index.cfm?event=user.login>

E-mail:
Password: [Reset Password](#)

02. Select the time sheet under “Submit Time Sheets”

Submit Time Sheets

[June 13, 2023 - June 13, 2023](#)
(continue saved sheet)

[July 24, 2023 - July 30, 2023](#)
(continue saved sheet)

New time sheets launch at 12:01 AM U.S. Pacific.

03. For each day, select the host site(s) at which you served

Monday, July 15, 2024

Sites you served at this day:

Available	Selected
	IdPL LVI Office

04. Select for time in and time out

Time In:	09:00 AM	AM
Time Out:	04:15 AM	PM
Service	04:30 AM	
	04:45 AM	
	05:00 AM	
	05:15 AM	
Training	05:30 AM	
	05:45 AM	
	06:00 AM	
	06:15 AM	
Fundraising	06:30 AM	
	06:45 AM	
	07:00 AM	

05. If you did not serve select the reason why you did not serve under “Here’s why”

LVI Office on Monday, July 24, 2023

I did not serve.
Here's why: [Please Select One Reason](#)
[Please Select One Reason](#)
Time In:
Time Out:
Service:

- Holiday
- Illness
- Not Scheduled to Serve
- Weekend

06. Allocate your hours under service, training and fundraising based on the hours you worked. Allocate lunch and breaks as “time not receiving credit for”

Service

Training

Fundraising

07. Write detailed descriptions of your service, training, and fundraising activities.

Service

* Please describe your service activities for the day. For example: Today I tutored eight students and sent a newsletter.

381 characters remaining

08. Authorize with a digital signature and submit for approval from you direct supervisor