



Download and install the free app for Apple or Android (support.betterimpact.com/siteguide/my-impact-app/).

“My Impact” app looks like this:



How to Log In

1. On your phone, tablet, or other mobile device, click on the My Impact app.
2. Type in your username and Password and click the [Login] button.

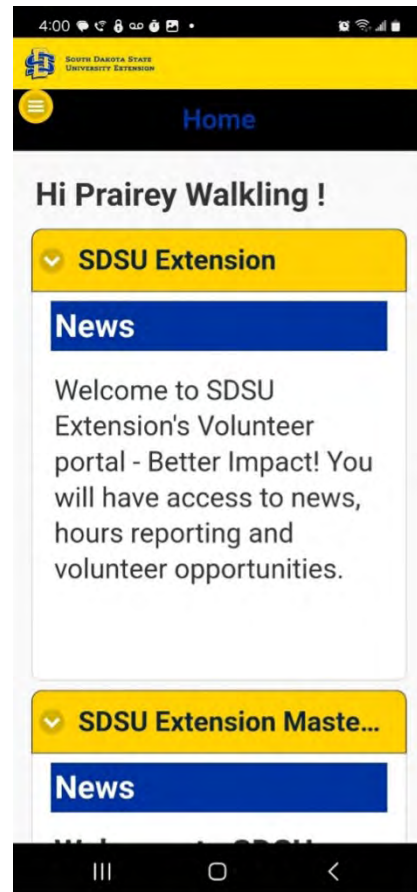
The screenshot shows a web page titled "MyImpactPage Login". It features a "Username" input field with a search icon, a "Password" input field, and a "Forgot your username or password?" link. Below these is a black "Login" button. At the bottom, there is a "Privacy Policy" section with a link to view the complete policy and a "Go to the main site" button.

Password Requirements:

- Must be at least 8 characters.
- Must have at least one uppercase.
- Must have at least one lowercase.
- Must have at least one number.

Your Home Page

Once you have logged on, you'll be greeted by name on your home page.



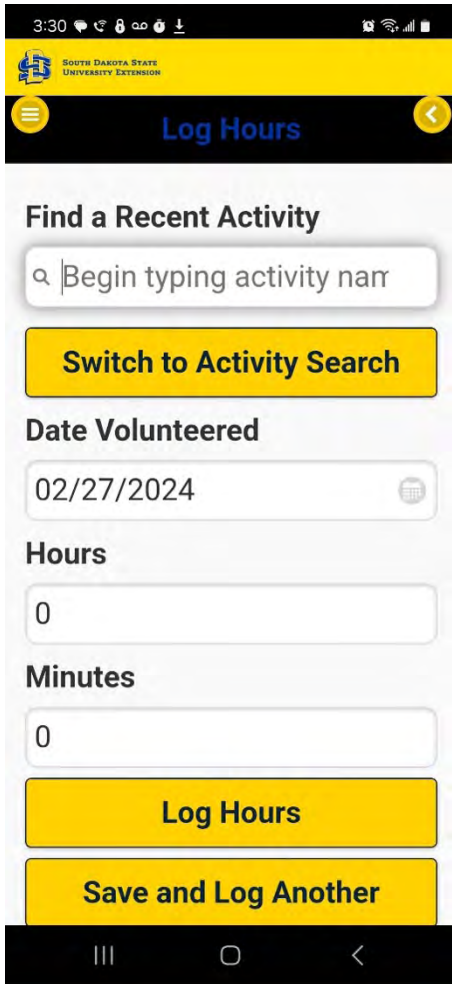
Click on the [Menu] button in the top left to access the functionality of My Volunteer Page.

Menu Options

From here, click on Hours to log hours and view past logged hours.

Options:

- “View Past Logged Hours”
- Log hours for “SDSU Extension Master Gardeners”



In the “Find a Recent...” box, start typing “Education” and all four options pop up.

- Yearly Continuing Education - Continuing Education
- Hours Completed - Educational Outreach
- Hours Completed - Service
- Hours Completed - Support

Select the one you want to report.

Insert “Date Volunteered” using the calendar.

Enter “Hours” and “Minutes”

Fill in the remaining questions (depends on which type of activity you are entering).

Click “Log Hours” or “Save and Log Another.”

There is a check box option for “Keep Feedback Fields Populated” if that is needed.