How to Use Clemson Counts:

1. Open https://stuaff.clemson.edu/clemsonCounts/

2. Click on the Clemson University Login button.

3. Enter your user ID and password.

4. Under "Add Service for Community Partners," try entering the name of the community agency where you served. If the agency is not in the university’s list click continue under "Add Other Service Activities."

5. On the "Add Service Hours" page, enter the prompted information for the different sections:
   a. Service Activity
   b. Date and Location of Service
   c. Service Affiliations- select the primary affiliation for your service. If you are serving through a student organization, you must be in that organization’s OrgSync membership.
   d. Supervisor Information: suggested supervisor information will appear if the community partner is within the Clemson database.
   e. Additional Info- this is a place for notes you might want to keep for yourself. Additional Info is not pulled into reports that your organizations might run to calculate hours.

6. Check boxes for certifying and verifying the information.

7. Once you are done click the "Log Service" button at the bottom right of the page and your service hours will be updated!

8. View, edit and delete your entries from your ClemsonCounts home page under "Review My Service Record." If you are in an organization, officers from that organization may enter civic engagement activities for you. These will also appear in your "Review My Service Record" section.

If you have any questions or concerns, please contact clemsoncounts-L@clemson.edu.