

MobileServe App directions

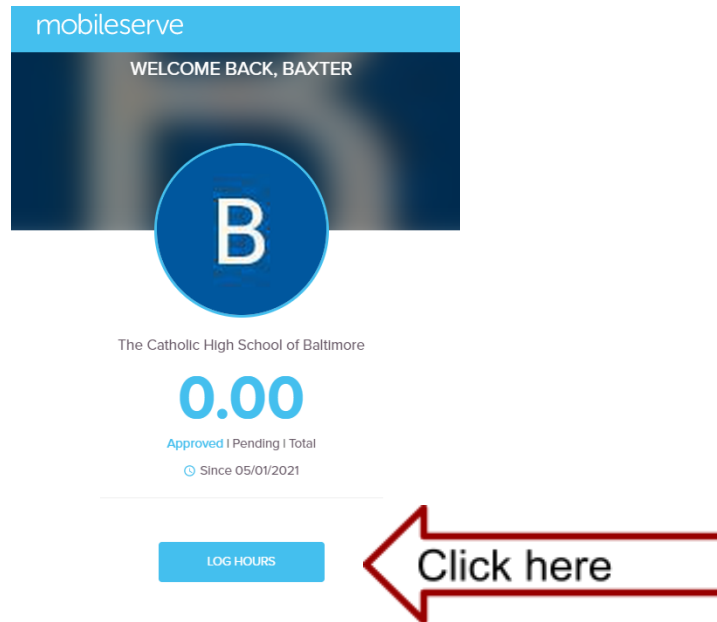
Important Notes:

- 10th/11th/12th Grade: All hours must be submitted through the app.
 - 9th Grade & Transfer Students: All service hours completed between May 1, 2026 - August 31, 2026 must be submitted on paper logs and turned into the Main Office by September 3, 2026. The Technology Department will set up your MobileServe account at Orientation. ***Do not create your own account.***
 - Hours should **NOT** be submitted on both logs and the app!
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To record hours:

Please note that you will need a few minutes to complete a few steps before needing a supervisor so begin the process and then approach your supervisor.

Your home screen view:



Next:

Log Your Hours

Activity Details

August 24, 2021



Select the Date of Service

Total Hours

0.00

Number of hours on above date

Service Org

Type in organization where you served. Some auto-fill options will be available

The Catholic High School of Baltimore

Category



Select dropdown and select category of service

Category

Churches/ Faith-Based Programs

Community Outreach & Assistance

Educational

Environmental

Food Assistance Programs/Soup Kitchens

Healthcare Facilities

Housing, Clothing, Other Needs Assistance Programs

Internal - TCHS

Schools



Please explain IN DETAIL what your responsibilities were during these hours of service and who will benefit from this service.

Next >

Once these steps are complete, approach your supervisor for verification:

mobileserve

Log Your Hours

Verification

Loop In Your Leaders

Enter your supervisor's name and email, and we'll contact them to confirm your hours.

Supervisor Name*

Supervisor Email*

Supervisor Signature

Add Signature

Photos

Add Photos (0/3)

< Previous **Submit Hours**

Supervisor name and email are required

Be sure you have a valid email address so that your supervisor has the ability to verify your hours. Service Logs will not be approved without a valid email address.

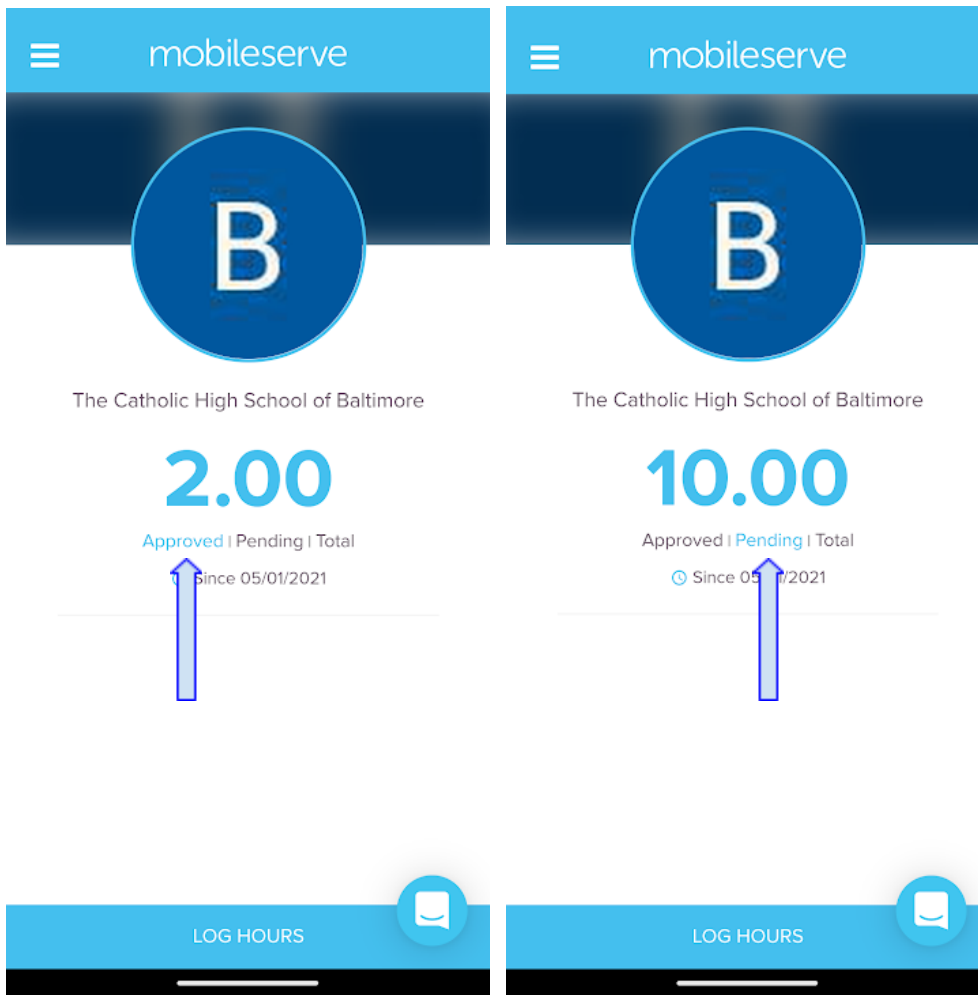
Photos are not required but encouraged, if permitted by organization

The Office of Mission will then review these submissions digitally. If there are concerns with your submission, the hours will be rejected and a comment will be provided for which you will receive a notification via email. Please make any corrections as noted in the comments.

Please be sure to check your app occasionally to see if you need to follow up with your service supervisor about verifications. If they do not “verify” right away, the app will automatically email them reminders to “verify.”

Tracking hours within MobileServe

When looking at the homescreen, students can toggle between “Approved,” “Pending,” or “Total” hours. The category in blue text marks which you are currently viewing.



Monitoring Goals within MobileServe

