

WORKSHIP

Hours Submission Tutorial

Login

Need to login via a different method? [Login Here](#)

myPBA PALM BEACH ATLANTIC UNIVERSITY

HOME **NEW STUDENTS**

You are here: [Home](#) > [Public](#)

myPBA

Public



Quick Links

Office 365



Navigator Student Handbook



Canvas



PBA Library



University Catalog



myPBA

Welcome to myPBA!



**NEW STUDENT
INFO**



PBA ATHLETICS



**ADMISSIONS
OFFICE**



FINANCIAL



CANVAS



UNIVERSITY

First, you'll go to my.pba.edu. This is the home page you will see.

Login



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**NEW STUDENT
INFO**



PBA ATHLETICS

Next, you'll need to login. You'll find the login button on the upper left hand side of the myPBA home page.

You are here: [Home](#) > [Welcome](#)

myPBA

Public

Welcome

Students

Staff

Hurricane Preparedness

Links

God-Sized Dreams

Organizational Leadership Assessment

Staff & Faculty Links

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Waypoint

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Stellic

PBA Library

myPBA

myPBA > Staff

Staff Links



HR BENEFITS



ACADEMIC
CALENDAR



HUMAN
RESOURCES



PAYCOM

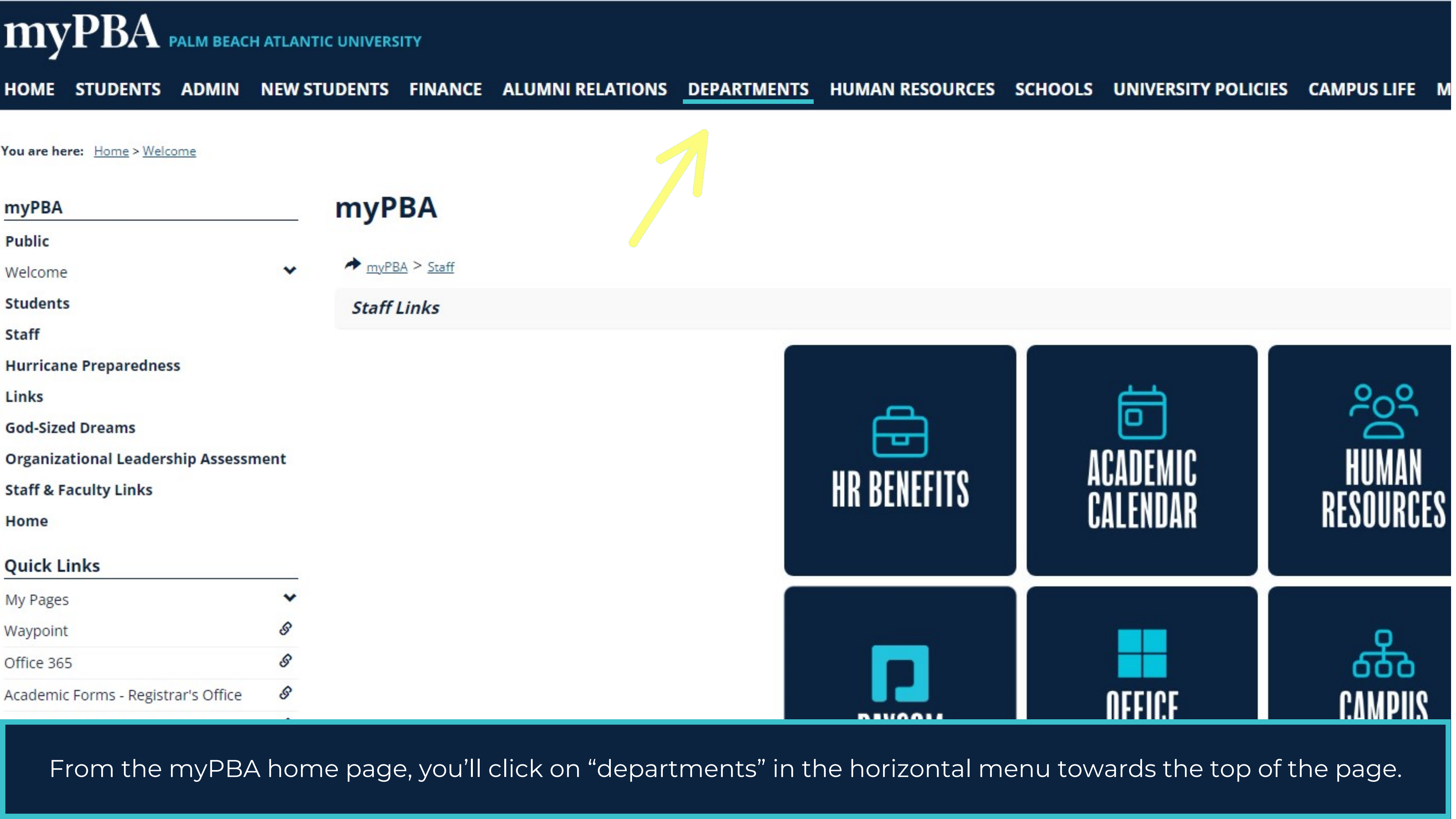


OFFICE
365



CAMPUS
DEPARTMENTS

After logging in, you'll see the same home page, but with your information available to you.



From the myPBA home page, you'll click on "departments" in the horizontal menu towards the top of the page.

Departments

Departments



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Departments

Departments



CAMPUS DEPARTMENTS

Campus Departments

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[Admissions](#)

[Associate Provost](#)

[Auxiliary Services](#)

[Campus Ministries and Missions](#)

[Campus Recreation](#)

[Campus Store](#)

[Career Development](#)

[Chapel](#)

[Community Services](#)

[Counseling & Wellness](#)

[Dining Services](#)

[Faculty Development](#)

[Faculty Senate](#)

[Finance Administration](#)

[Financial Aid](#)

[GEO - Graduate Evening and Online](#)

[Information Technology Services](#)

[Institutional Research and Effectiveness](#)

[Mail Room - Copy Center](#)

[Marketing](#)

[Media Services](#)

[OAS - Online Academic Success](#)

[Office of Academic and Accessibility Resources](#)

[PBA Card](#)

[Plant Services](#)

[Procurement](#)

[Provost Office](#)

[Public Safety](#)

[Registrar](#)

[Residence Life](#)

[Rinker Center for Experiential Learning](#)

[Student Accountability](#)

[Student Accounts](#)

[Student Activities, Involvement & Leadership](#)

[University Counsel](#)

On the departments page, you'll find links to all of the various departments at PBA.

- Academic Forms - Registrar's Office
- Navigator Student Handbook
- Bookstore
- Canvas
- Stellic
- PBA Library
- University Catalog

CAMPUS DEPARTMENTS

Campus Departments			
Accreditation and Assessment	Admissions	Associate Provost	Auxiliary Services
Campus Ministries and Missions	Campus Recreation	Campus Store	Career Development
	Chapel	Community Services	Counseling & Wellness
Dining Services	Faculty Development	Faculty Senate	Finance Administration
Financial Aid	GEO - Graduate Evening and Online	Information Technology Services	Institutional Research and Effectiveness
Mail Room - Copy Center	Marketing	Media Services	OAS - Online Academic Success
Office of Academic and Accessibility Resources	PBA Card	Plant Services	Procurement
	Provost Office	Public Safety	Registrar
Residence Life	Rinker Center for Experiential Learning	Student Accountability	Student Accounts
		Student Activities, Involvement & Leadership	University Counsel
			University Counseling Center
Veterans Center	Warren Library	Workshop	Writing Central (WC)
eLearning			



Scroll down on the departments list. Workshop will be at the bottom. Then you click on the link.

Workshop

- Home
- Workshop Requirement
- View Workshop Hours
- Submit Workshop Hours
- Walking Distant Opportunities
- Workshop Eligible Organizations
- Virtual Workshop Opportunities
- Orlando Opportunities
- Contact Us
- Term Report
- Workshop Admin

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Workshop

Submit Workshop Hours

[Edit Content](#)

Submit Workshop Hours



WORKSHIP HOURS

Sailfish Jack



Have you volunteered with 501c3 nonprofit, church, academic school, or US government organization? You could submit those hours for

View Workshop Hours

Faculty and Staff: [Click here](#)

Grant W Rowlette has contributed hours. [View Details](#) | [Print](#)

Workshop Update

Need to see what is coming below to see the Workshop

- [8/1/23](#)
- [8/7/23](#)
- [8/14/23](#)
- [8/21/23](#)
- [8/28/23](#)
- [9/4/23](#)
- [9/11/23](#)
- [9/18/23](#)
- [9/25/23](#)
- [10/2/23](#)

Calendar

[View full calendar](#) [Add a new event](#)

This is the Workshop home page. Here you can find updates, general information, and see how many hours you have.

Workship

Home

Workship Requirement

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Walking Distant Opportunities

Workship Eligible Organizations

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Workship

Submit Workshop Hours

 [Edit](#)

Submit Workshop Hours



WORKSHIP HOURS



On the left side of the page, you'll click on "submit Workshop hours" from the list.

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Submit Workshop Hours

[Manage Forms](#)
[View Reports](#)

* Required

Workshop Form



Workshop Form

Student ID	123456789	Date	10/2/2023
First Name	Sailfish	Last Name	Jack
Email	Sailfish_Jack@pba.edu	Phone Number *	123-456-789

Workshop Project Type *

This is the new Workshop hour submission form. Your information should show up at the top of the form.



Workshop Form

Student ID	123456789	Date	10/2/2023
First Name	Sailfish	Last Name	Jack
Email	Sailfish_Jack@pba.edu	Phone Number *	123-456-789

Workshop Project Type *

Individual Project

Organization *

Give Back Community (West Palm Beach, FL)

I would serve with this organization again because: *

- ☐ I am good at this (ability)
- ☐ I like doing this (affinity)
- ☒ I can make an impact (vocation)
- ☐ None of the above – I would not go back
- ☐ Other

Do you have contact information for your supervisor? *

- ☒ Yes - Input Supervisor Info

You'll scroll down and begin filling out the form.

EIN Number (OPTIONAL)

Employee Identification Number - this number is used to verify nonprofit status of the organization.

Organization Address

Address, City, State, Zip *

Tasks Performed *

Date Service Started *



Date Service Ended

Please enter a date in the past. Future end dates will not be approved. *



Total Number of Hours Served

Hours and Minutes

15 minutes = 0.25

30 minutes = 0.5

45 minutes = 0.75

60 minutes = 1

example: 1 hour and 15 minutes = 1.25 *

I attest that the hours submitted are accurate. I verified that this organization is a 501c3 nonprofit, church, academic school, or US government organization. I understand that the maximum hours per

There's a lot of information, but do your best to fill out as much as possible. This will help us approve your hours quickly.

Please enter a date in the past. Future end dates will not be approved.



Total Number of Hours Served

Hours and Minutes

15 minutes = 0.25

30 minutes = 0.5

45 minutes = 0.75

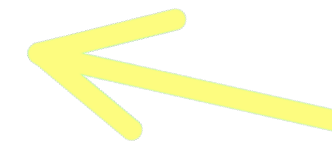
60 minutes = 1

example: 1 hour and 15 minutes = 1.25 *

I attest that the hours submitted are accurate. I verified that this organization is a 501c3 nonprofit, church, academic school, or US government organization. I understand that the maximum hours per day I can receive are 12. I also understand that this submission does not mean I will receive these hours; all hours are subject to verification. All Workshop guidelines are outline in the Navigator Handbook, found at myPBA>Departments>Workship.

Initial that you understand the above statement. *

SUBMIT



When you've finished putting in your information, you'll click submit. And that's it!

HELPFUL TIPS

- Be sure to get your supervisor's information (phone number, email) - grab their business card if they have one.
- Put in your hours as soon as possible after finishing serving so that you don't forget and you get approved sooner.
- Bookmark submission page so you can find it easier next time.
- Don't be afraid to ask questions! Visit us in the Workshop and Career Development Office upstairs in the Lassiter Student Center, suite 231, or email us at workshop@pba.edu.

THANKS!

Reach out to workshop@pba.edu with any additional questions.