How to use the Civic Engagement Tracking System

The Civic Engagement Tracking System can be accessed through the Florida Tech website. This is also where the links can be found to view possible volunteer opportunities or post volunteer opportunities.

To login to the tracking system:
Click the link for the Civic Engagement Initiative Tracking System. You will then be prompted to login using your TRACKS Username and Password. Once you login you will see the tracking system homepage for your student account. Here you will be able to see your campus and community service hours as well as your philanthropy dollars raised.

To add or change your affiliated organization, group or team:
One benefit of the Florida Tech tracking system is the ability to affiliate with a student organization or group that you are a member of. To add an organization or group click the "Change your Organization" link found on the Main Menu section on the left side of the page. Once you are on the "Change Group Affiliation" page select your organization or group from the dropdown menu. If your organization or group is not listed enter the name of the group or organization in the blank. Once completed click the update button and this will bring you back to the homepage.

To add volunteer activity or dollars raised:
Once your homepage and organization is setup you can log your hours and dollars raised. To do this click on the "Record Hours & Dollars" link found on the Main Menu section on the left side of the page. Once here it will bring you to a new page to log hours and dollars raised. To log your services complete the following steps:
1. Use the drop down menu to choose who the services were provided to. If the event or group is not listed you can request for it to be added by clicking on the Request a new volunteer opportunity or service event. If the link does not work an email can be sent directly to civic@fit.edu to request and event.
2. Next, enter the date that the services were performed. Next to the date enter the time that the services began. You must enter each day or event individually. For example, you cannot choose a random date and add 40 hours of community service as there are only 24 hours in a day and that would be impossible.
3. In the next section the number of hours or dollars raised can be recorded for community service, campus service, or philanthropy dollars. Community service is helping groups or organizations outside of the Florida Tech community. Campus service is helping groups and organizations within Florida Tech.
   a. Please note – you can only record campus, community OR philanthropy per each entry. For example, you cannot add 2 hours for both community and campus service on one entry. It will be denied if that is submitted.
4. Finally, provide a clear description of the services that you provided. This could include but not limited to giving details about the services or the organization that you did the services with. Once all of the fields are completed click the "Submit for Approval" link at the bottom.
5. Approval for submitted entries takes 48 hours. If a staff member of the Civic Engagement Office requires more information, the student/faculty/staff member will be contacted directly.

If at any time you have questions please contact the Office of Civic Engagement at civic@fit.edu