

Logging Your Tutoring Hours

Go to www.lethlib.ca

Click on Adult Literacy Services (Left Hand Side of Screen)

Click on the box that pictures a time clock

Click on the link "Here" to log your hours

Lethbridge Public Library | **CONNECTING YOU TO IDEAS**

Lethbridge Public Library

Enter Hours You Have Served

If you do not know your username or password, please contact us. Please do not type anything into the message field -- these messages are not checked.

Instructions:
Enter your User Name and Password into the form below, then click the OK button.

User Name:

Password:

You will be redirected to this page:

- Your User Name is your first name and last name with no spaces (ElizabethEntz)
- Your password is Changeme
- When you log in the first time you can change your User Name and password to anything you want. Make it as easy as possible. You will then need to log in using your new information

Please note that this is only for the first time using web assistance. If you have used this program before, but forgot your user name or password, Please call Read On for help.

Enter Hours You Have Served

You are logged in as: **Berg, Ingrid**.
[That's not me.](#)

If you have served hours at a different job not listed below, please contact us.

Instructions:
Please select from the list below the job for which you wish to report hours served.

I wish to report hours served for this Job:

Click the 'OK' button below to proceed to the next step and enter your hours served.

You will then see this screen.

- Click on the student you are reporting hours for. Then click on OK (More than one name will appear only if you tutor more than one student.)

The hours were served on: February 11 2016

On this day I served: 0 Hours 0 Minutes

st 1on1:

stuclass:

Past Hours for this Job
Recent hours that haven't yet been approved may not be listed.

Date	Hours	Minutes
11/30/2015	6	0
12/31/2015	3	0

A Message to Us:

Click the OK button to submit your hours.

You will then see this screen.

- Beside "The hours were served on" enter the date you wish to enter hours for (you can do this each week, or a month end total)
- Beside "On this day I served" enter the total hours and minutes that you: tutored for, prepared for tutoring, and spent travelling to and from the library.
- Beside "stu1on1" enter the total hours your student was being tutored by you.
- Please do not enter anything under "A Message to Us" as it goes nowhere.
- Click on OK and you are done!