How to Log Pro Bono Hours

Start by Signing in to My Carolina Law
Once you’re logged, either:

- Click “Pro Bono Program Timesheet” under “Hot Topics” on the left side of the screen

For New Projects:
- Click “Add Tasks to New Project”

For Projects You’ve Worked on Before:
- Click the pen and paper icon next to the relevant project name
• Click “Select an Organization”
• Type in the name of the organization you worked for and click “Search Organizations”
  o Try different variations on the name if you don’t find what you’re looking for right away
  o If you are sure you do not see your organization, contact your class coordinator
• Select the bubble next to the organization you worked for and click “Use Selected Organization”
• Click the “Show Tasks” link
• To modify existing tasks, click the pen and paper icon next to the relevant. To add a new task, click the “Add a New Task” button
• Select a contact and task type from the first two dropdown boxes. Select a date in the task date box and briefly describe the work you did in the task box. Finally, type the number of hours you completed in the pro bono hours box. Hours need to be in half-hour increments
• Select your project from the dropdown menu. If you do not see a project that fits your work, fill out the DIY project form and your class coordinator will create a project for you. Then click the “Show Tasks” link.

Click “Add a New Task”

Select a contact and task type from the first two dropdown boxes. Select a date in the task date box and briefly describe the work you did in the task box. Finally, type the number of hours you completed in the pro bono hours box. Hours need to be in half-hour increments.

• Once you see the task you just entered, click “Close”

Click “Finish” on the “Add New Tasks to Project” page to complete the process. If you don’t complete this step, your hours won’t log.

• Check your UNC email account. If you successfully logged your hours, you will have a message from the Pro Bono Program (note that the email may take a few hours to come through).
• Once you see the task you just entered, click “Close”

• Click “Finish” on the “Add New Tasks to Project” page to complete the process. If you don’t complete this step, your hours won’t log

• Check your UNC email account. If you successfully logged your hours, you will have a message indicating this (note that the email may take a few hours to come through)