



Dear APS Students: Welcome to Tiersphere, the one-stop-shop for your community service management. Everything you need as a student of APS is at your fingertips within Tiersphere. You can register for community service opportunities and log hours for community service not listed in the portal.

How to use Tiersphere

Log in using **your school email and lunch ID as your password**. After logging in you will see your **'My Portal'**

1. In My Portal, you can see your **'Total Hours Logged.'** These are hours that have been completed and already approved through Tiersphere (Formerly MyVoluntier)
2. You can also see your **'Total Hours Pending'** – there are **two types** of pending hours:
 - a. Opportunities you have registered to attend but the date and time have not yet passed
 - b. **Or Opportunities that are waiting for admin approval. The only admin that can approve those hours is the host of that opportunity.** (i.e. If you attend a volunteer opportunity with the animal shelter the animal shelter admin will approve your hours)

Earning Hours

1. In **'My Portal'** the second tab on the left navigation will be **'Opportunities'**
 - a. **Every opportunity posted here is from an authorized community partner of APS. The hours you register and complete through this portal are the only eligible hours students can apply toward their graduation requirement**
 - i. When clicking on the opportunity you can read more about what the event entails
 - ii. Every opportunity will have one or more events that a student can register for
 - b. **PLEASE NOTE: IF YOU DO NOT SEE AN OPPORTUNITY IN TIERSPHERE IT MUST GO THROUGH THE [PRE-APPROVAL PROCESS](#). IF YOU DO NOT GO THROUGH THE PRE-APPROVAL PROCESS, THESE HOURS WILL NOT APPLY TO YOUR GRADUATION REQUIREMENT**
2. In **'Your School Dashboard'** you can access all opportunities available only to your high school
 - a. You will go to the left-hand navigation and select **'Your High School Name'**
 - b. You will then select **'Opportunities'** to see events that are posted and only available to students from your high school
3. If you have already earned hours with a non-profit organization or a school-based activity, you must still use the [PRE-APPROVAL FORM](#) to get approval for those hours. APS must verify all hours before they can be logged.

QUESTIONS?

All questions regarding Tiersphere, logging hours, or gaining approval of hours should be addressed to: communityservice@atlanta.k12.ga.us.