Directions for the SOURCE Reporting Form

1) Follow the link to the SOURCE Reporting Form – [https://source_sts.jhu.edu/](https://source_sts.jhu.edu/)

   NOTE: If you see a warning, it is okay, and please click on “Continue to this Website” (we are in the process of getting the certificate where this warning does not come up – in the meantime, users should know that this is a secure site and it is OKAY to continue to the website. In some cases, you may have to select “exemption” option that pops up)

2) Sign in with JHED ID
3) On your first visit to the site, click on the Introduction page and fill in the introductory information. You only need to fill out this section once. This information will be saved and recorded with your reporting responses.

**Introduction**

Welcome to SOURCE's online reporting form. Is this your FIRST TIME at this site? If so, please complete this introduction form to register in our system. You will then be automatically redirected to the main page where you will complete the Community Involvement Reporting Form.

If you have already completed this form, there is no need to complete again. You can go straight to the link to the Community Involvement Reporting Form below.

- **First Name** *
- **Last Name** *

**Gender** *
- Male
- Female
- Transgender
- Prefer not to answer

**Race/Ethnicity** *
- Alaskan Native
- American Indian
- Black/African American
- Chinese
- Filipino
- Hispanic/Other (including Cuban)
- Indigenous Asian

4) Once you submit the Introduction Form, your browser will navigate you to the Community Involvement Reporting Form where you will report your community involvement activities. Each additional time you sign in to the reporting form, you only need to go to the “Community Involvement Reporting Form” section.

**Community Involvement Reporting Form**

Have you completed the INTRODUCTION FORM? If so, you’re ready to report your service hours through the Community Involvement Reporting Form. Please report each separate community engagement activity here. This can include one-time and/or ongoing activities. Upon logging in each time, you can go straight to the Community Involvement Reporting Form link (no need to re-register at the introduction link).

For ongoing activities, we recommend reporting hours on a weekly basis. You’ll also be able to view your past submissions. At the conclusion of your engagement experience, you will be prompted to complete a final report which includes additional assessment questions.

For questions, contact SOURCE at source@jhsph.edu or 410-956-3600.

Thank you for your continued engagement with the community!

**What type of service experience are you reporting?** *
- Select -

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5) To view any past submissions, click on the link in the green box at the top of the page.

You have already submitted this form. View your previous submissions.

If you have any trouble signing in, please contact SOURCE@jhsph.edu.