Reporting your volunteer hours in 5 easy steps

Step 1: Visit volunteer.pitt.edu and click “Log In” in the upper right corner

Step 2: and select “Click here to login with your University Passport”
*If this is your first time logging in, please follow the “Claiming Your Account” steps on page 4 of these instructions*
Step 3: Click “Self-Report Your Volunteer Service”

Step 4: Select “Community and Government Relations” and fill out the remainder of the form
Step 5: Click “SUBMIT”
First Time Users: Claiming Your Account

After Step 2 above, you will be brought to the “Register for a Volunteer Account” Page. You will want to fill out all mandatory information in this form.

Once you arrive to the “Log In Information” section, the username and email address will pre-populate and will be the same as your Pitt username. This cannot be changed.
Once you have completed the form, you can hit “Next” at this bottom of the page. When you hit next, you are indicating your acceptance of the Term and Conditions for the site.

After hitting the “Next” button, you will be brought to a “Thank You” page and are now finished claiming your account.

To return to Step 3, click on the PittServes Logo in the top left-hand corner.