

Recording Service Hours in VicNet

If you're accessing VicNet from a **computer**, the navigation options appear as buttons along the top. If you're accessing VicNet from the app on a **smartphone or tablet**, the navigation options appear along the bottom instead.

1. Click on [My Service Hours](#) to go to that page. The Post Service section is at the top.
2. Choose the date by using the calendar icon for the month and day. Use < and > to change months.
3. Enter the number of hours that you served. Service hours are rounded off to the nearest hour.
4. Choose the assignment in which you served by clicking the down arrow in the box. See your assignments by sliding up and down the gray bar that appears. Click on the correct assignment. Only your current active assignments will be shown.
5. Enter the number of miles you drove if you are keeping track of this information. Otherwise this box may be left blank.
6. Click the **Post** button.
7. "Are you sure?" will appear. Click "Yes" to if it is correct. Click "No" if you want to make a change.

[Home](#)[My Schedule](#)[My Service Hours](#)

Post Service

Date of Service*

9/17/2023





Hours

Assignment*

▼

Assignment is required

Miles Driven

Post

Note:

You can start another entry by entering a date of service again.

Click **Log Out** on the user menu at the top right when you are ready to completely leave your VicNet account.