

# Student Instructions to Record Hours (Off Campus)

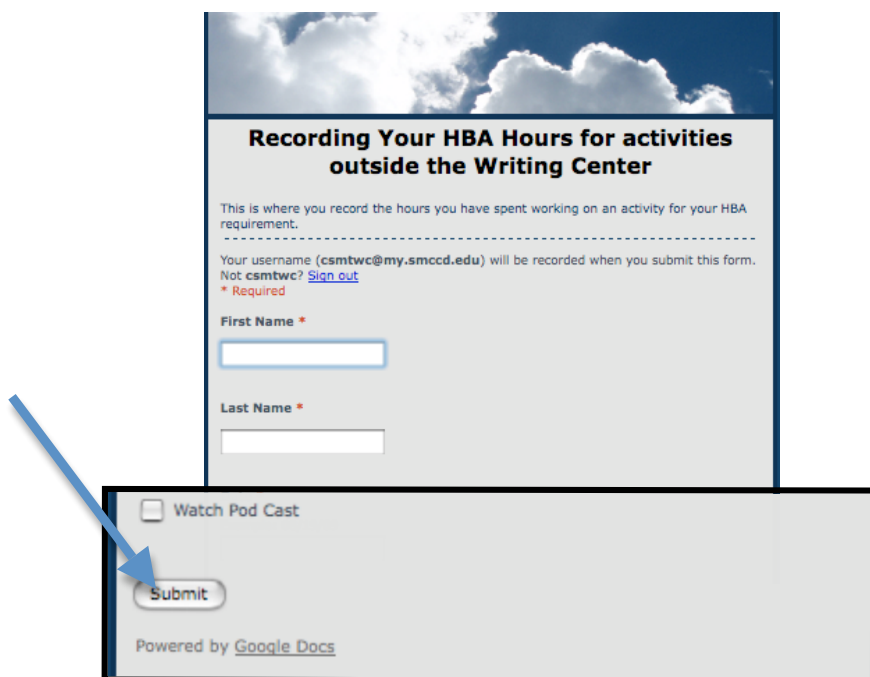
If you complete HBA activities anywhere besides the Writing Center, you can let your instructor know how much time it took you to complete the activity by Recording Hours. To complete this process, you must have already set up your my.smccd.edu email account. If you have not done so, login to your WebSMART account, select the [Email Address] link and follow the directions.

Once you have set up your my.smccd account, follow the three steps shown below.

**Step 1:** Click on the **[Recording Hours]** button on the left side of the Writing Center and English 800 Lab website.



**Step 2:** Fill out the form and then click **[Submit]** at the bottom of the form.

A screenshot of a web form titled 'Recording Your HBA Hours for activities outside the Writing Center'. The form has a blue header with a white background. The text reads: 'This is where you record the hours you have spent working on an activity for your HBA requirement.' Below this is a dashed line and the text: 'Your username (csmtwc@my.smccd.edu) will be recorded when you submit this form. Not csmtwc? [Sign out](#)'. There are two required fields: 'First Name \*' and 'Last Name \*', each with a white input box. Below the input boxes is a checkbox labeled 'Watch Pod Cast'. At the bottom of the form is a blue 'Submit' button. A blue arrow points to the 'Submit' button. At the very bottom of the form, it says 'Powered by [Google Docs](#)'.

**Step 3:** On the screen shown below, log in to your my.smccd account. Once you have logged in, your hours will be sent to the Writing Center and English 800 Lab.



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Sign in to your account at  
**Skyline, Cañada and  
College of San Mateo**

Username:   
@my.smccd.edu

Password:

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