

## CSER STUDENT TRAINING DOCUMENT

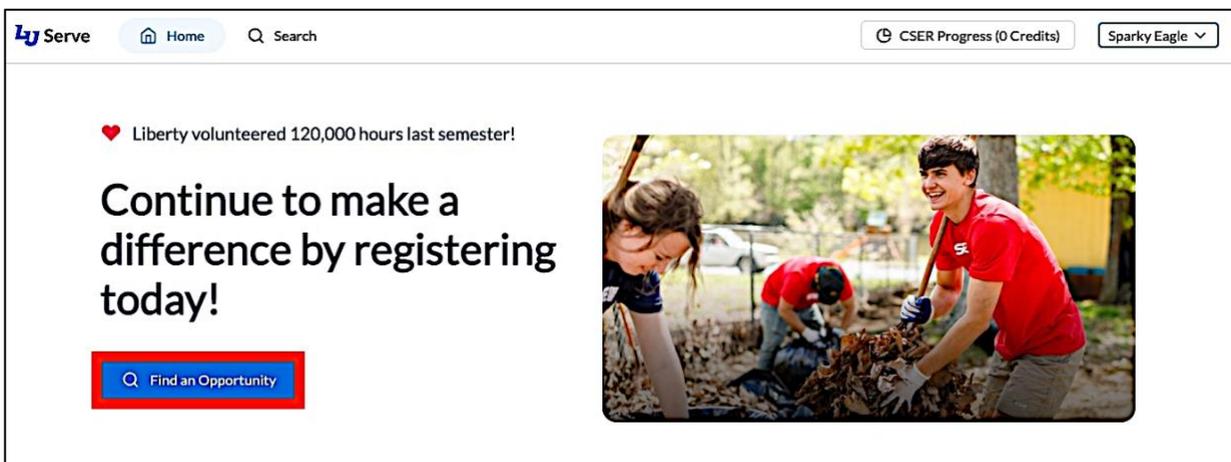
This training document provides instructions on how to use the new **CSER Student Application**.

The document includes the following sections:

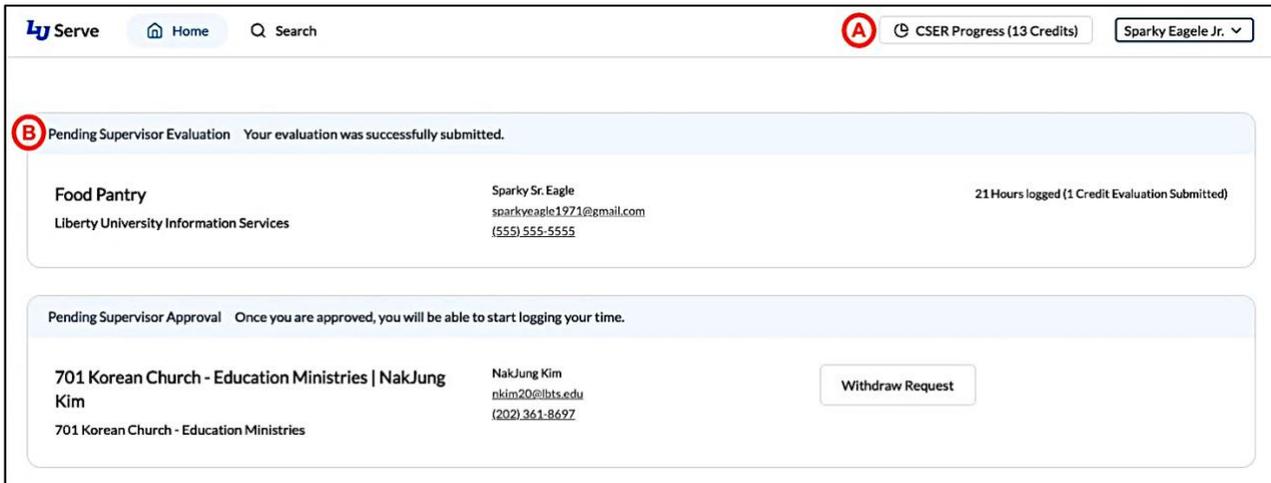
- [Student Dashboard Overview](#)
- [Registering and Logging Time for a CSER Opportunity](#)
- [Dropping a CSER Registration](#)
- [Completing a CSER Evaluation](#)

## STUDENT DASHBOARD OVERVIEW

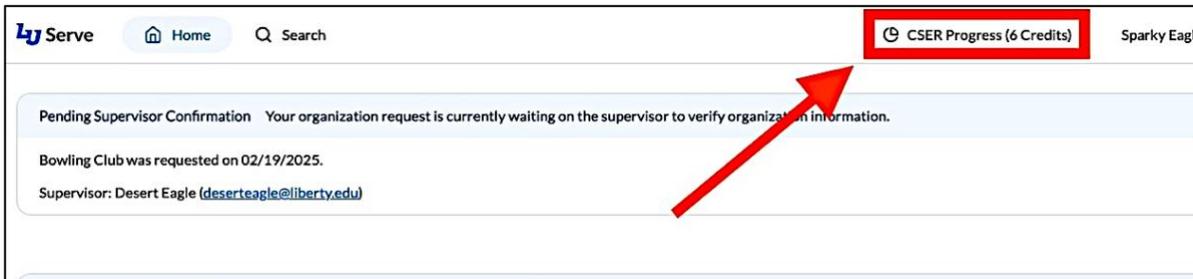
1. To access your **Student Dashboard**, navigate to <http://lu-serve.liberty.edu/> and sign in with your Liberty email and password.
2. To begin your search for volunteer opportunities, click the **Find an Opportunity** button on the CSER application welcome page.



3. The CSER application homepage will display the following:
  - A. Your current CSER Progress
  - B. Any current or upcoming Serving Opportunities



4. Click the **CSER Progress** button at the top of your page to review your CSER participation history.



5. The audit page will display the number of credits you have completed, those still in progress, and the number of CSER credits remaining/outstanding.



6. The **CSER History** section displays the serving opportunities associated with your registration history and the grades and credits you earned.

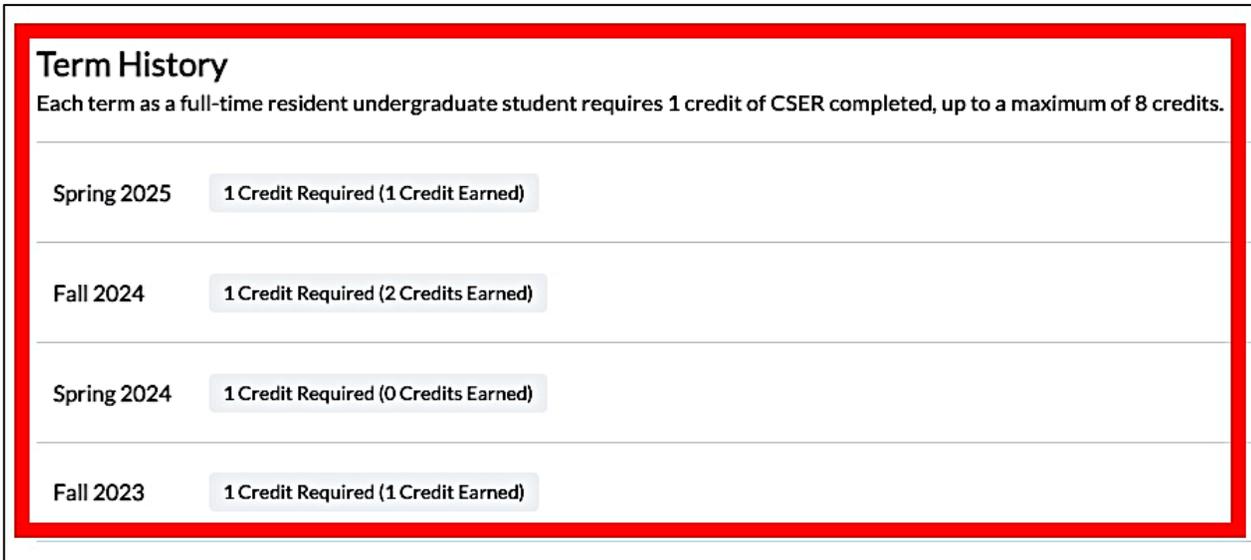
The screenshot shows the 'CSER History' interface with a 'Passed' dropdown menu. The main content is divided into two years: 2025 and 2024. Each year contains two activity cards. The 2025 cards are 'Gamers United Comic Book Club' (Completed, 1 Credit, Grade: A, Spring 2025) and 'Board Game Club Comic Book Club' (Completed, 0 Credit, Grade: A, Spring 2025). The 2024 cards are 'LU Men's Basketball | Bald Eagle LU Men's Basketball' (Completed, 1 Credit, Grade: B, Fall 2024) and 'TRBC Pre-school | Sparkette Eagle TRBC Pre-school' (Completed, 0 Credit, Grade: A, Winter 2025). A red border highlights the 2025 and 2024 sections. Below these is a 'LU Ticket Office' card.

7. The status menu allows you to choose a status (e.g., dropped) and see all CSER Opportunities related to the selected status. To change the **CSER History** status type, click the dropdown menu and select a status.

This screenshot is similar to the previous one, but the 'Passed' dropdown menu is highlighted with a red box. The rest of the interface, including the activity cards for 2025 and 2024, remains the same.

This screenshot shows the 'Passed' dropdown menu open, displaying a list of status options: Registered, Passed (with a checkmark), Failed, Dropped, Pending, and Denied. A red arrow points from the bottom right towards the 'Dropped' option. The activity cards for 2025 and 2024 are visible in the background.

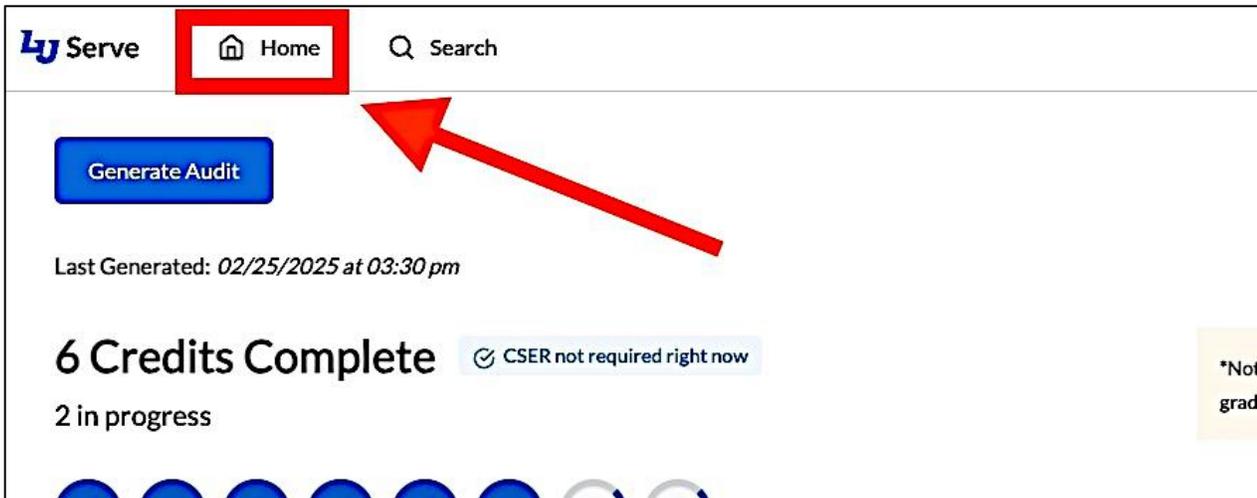
8. To view your CSER history by term, scroll to the bottom of the page and review the **Term History** section.



**Term History**  
Each term as a full-time resident undergraduate student requires 1 credit of CSER completed, up to a maximum of 8 credits.

Spring 2025	1 Credit Required (1 Credit Earned)
Fall 2024	1 Credit Required (2 Credits Earned)
Spring 2024	1 Credit Required (0 Credits Earned)
Fall 2023	1 Credit Required (1 Credit Earned)

9. To return to the application homepage, click the **Home** button at the top of your page.



**LJ Serve** **Home** Search

Generate Audit

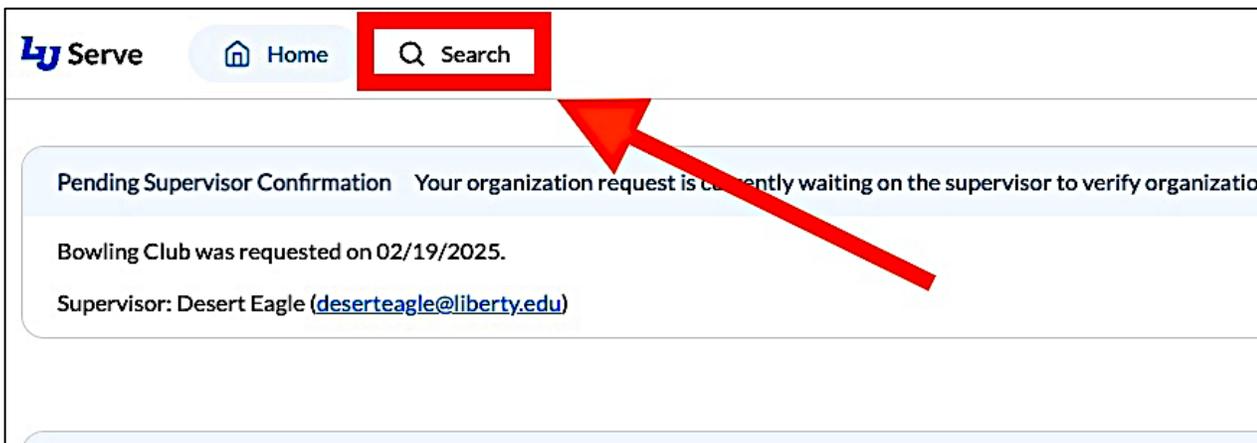
Last Generated: 02/25/2025 at 03:30 pm

**6 Credits Complete**  CSER not required right now

2 in progress

\*Not grade

10. To search for a service, click the **Search** button.



**LJ Serve** Home **Search**

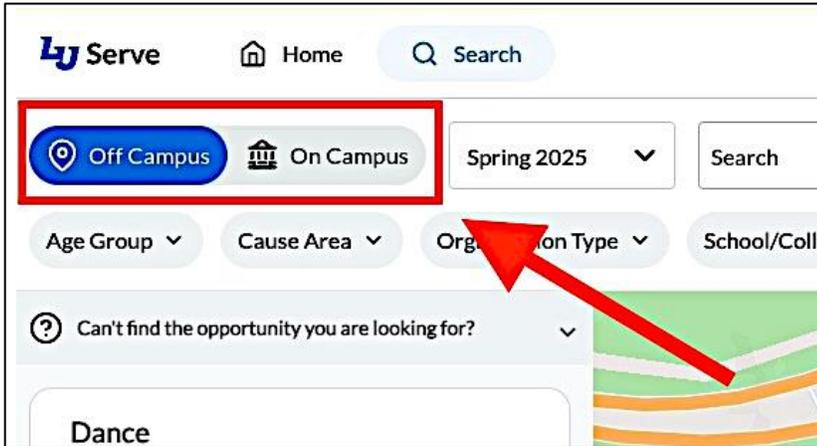
Pending Supervisor Confirmation Your organization request is currently waiting on the supervisor to verify organization

Bowling Club was requested on 02/19/2025.

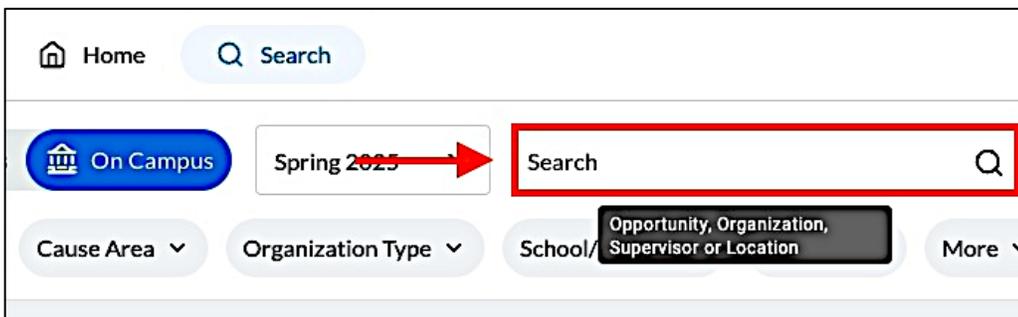
Supervisor: Desert Eagle ([deserteagle@liberty.edu](mailto:deserteagle@liberty.edu))

11. To browse opportunities for on or off-campus organizations, toggle the opportunity location by selecting the **Off Campus** or **On Campus** buttons.

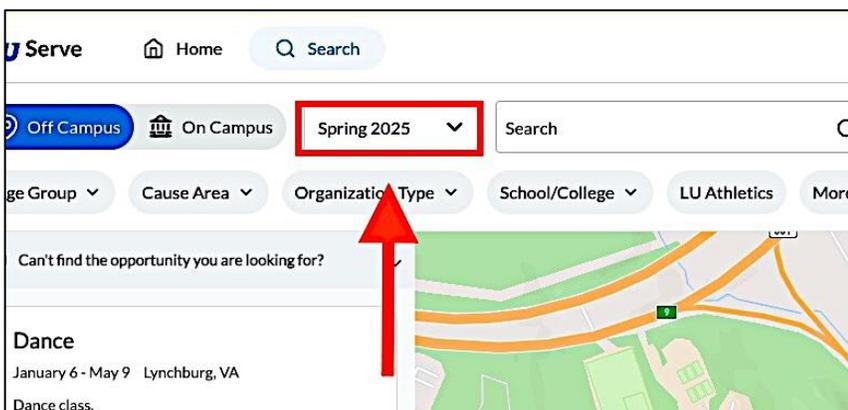
*Note: To receive more targeted service opportunities based on your location, please grant permission to access your approximate location for more accurate results upon logging into the application.*



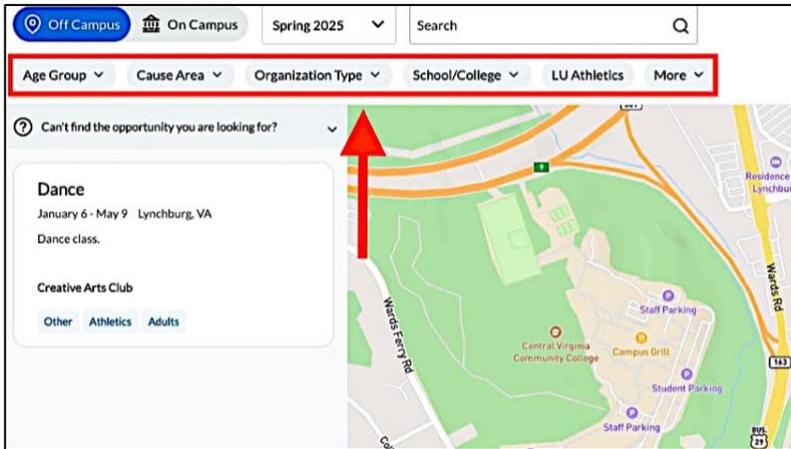
12. To search for opportunities using the text search box, click the **Search** field and enter the keywords of the opportunity name, description, address, organization name, or the name and email of the lead supervisor.



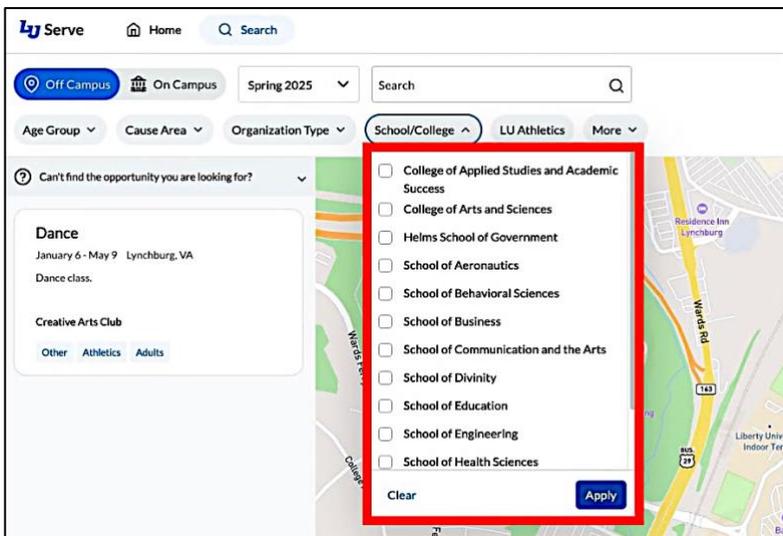
13. To search for opportunities using a different semester, click the **Semester** dropdown menu to select the term in which you plan to complete your service hours.



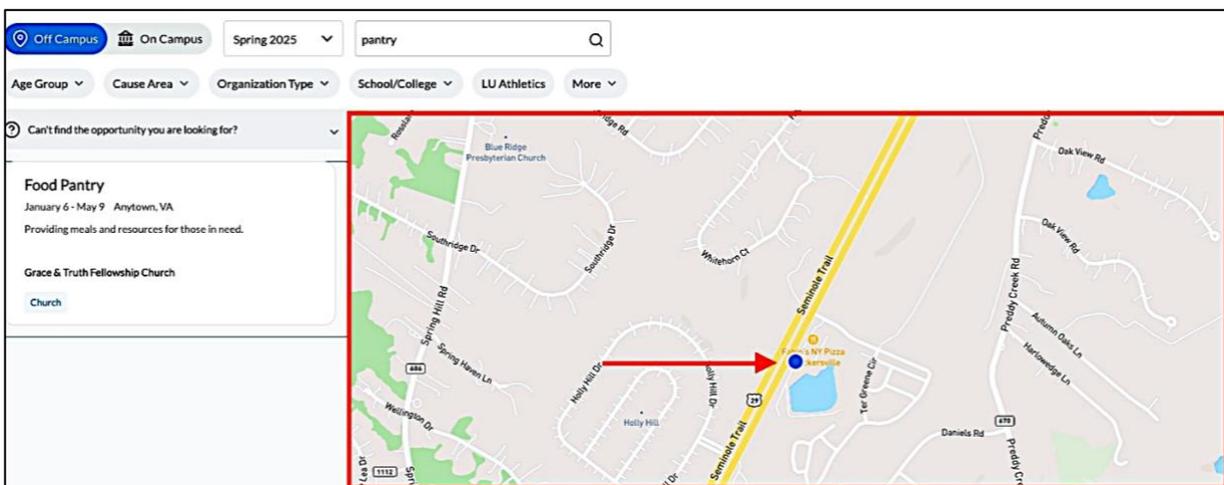
14. The search filters offer diverse options to assist you in finding meaningful serving opportunities.



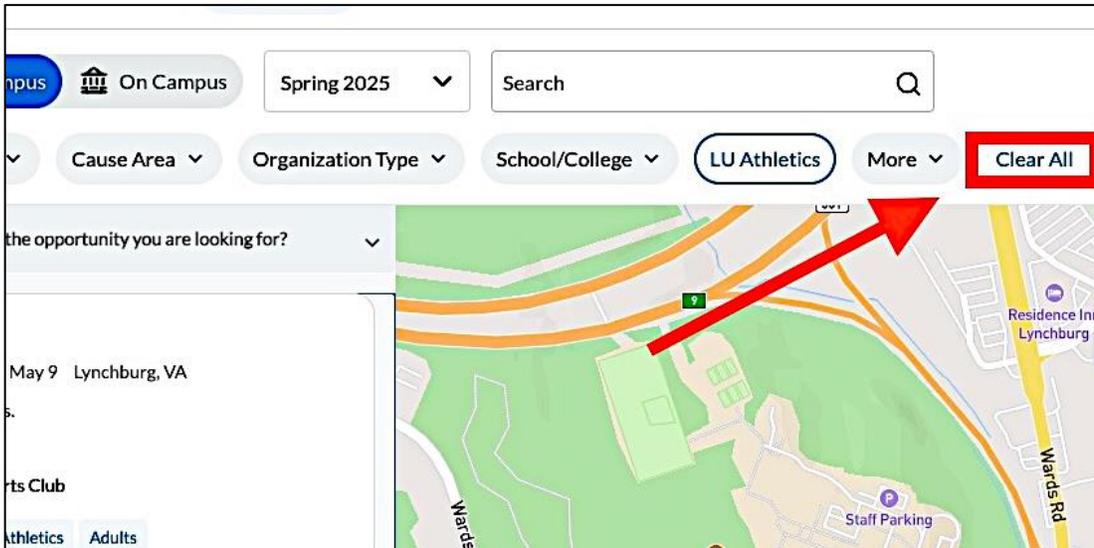
15. Click the **School/College** filter to search for opportunities associated with Liberty University's schools and colleges.



16. The results will be displayed that fall within the boundaries of the map. If you're having trouble locating a specific opportunity, try moving or zooming out on the map.

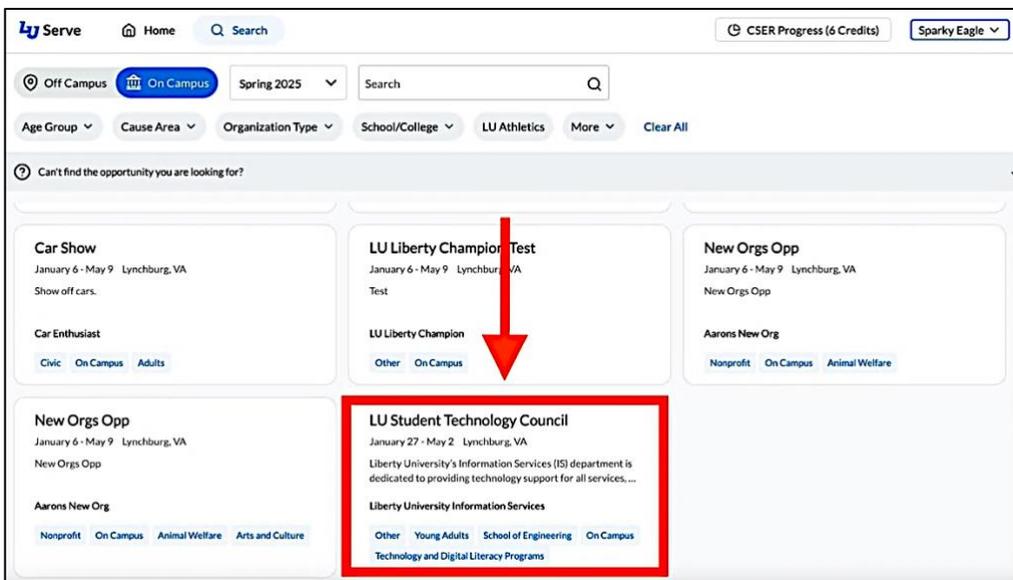


17. To clear filters during your search, click the **Clear All** button to the right of the filter options.



## REGISTERING AND LOGGING TIME FOR A CSER OPPORTUNITY

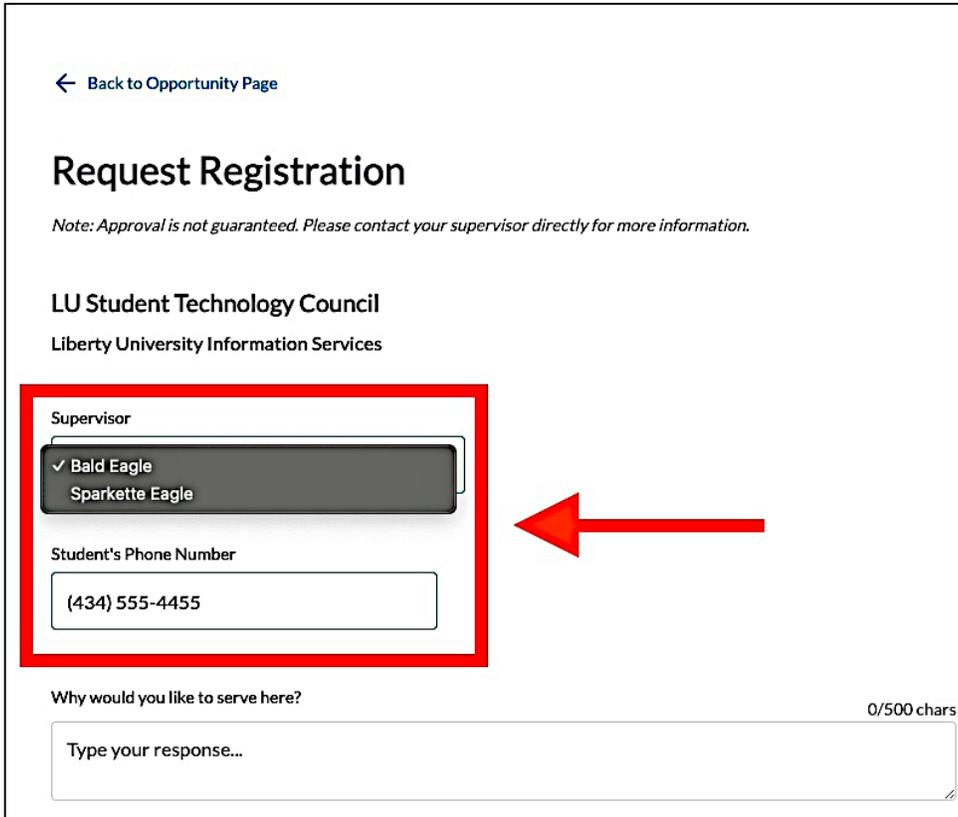
1. Once you have set your service parameters, locate the opportunity you want to select for registration.



2. To load the registration form, click the **Request Registration** button.



3. The form will automatically load a supervisor and your phone number. To make changes, click the **Supervisor** dropdown menu to choose a different supervisor, if available, or edit your phone number in the **Student's Phone Number** field.



[← Back to Opportunity Page](#)

## Request Registration

*Note: Approval is not guaranteed. Please contact your supervisor directly for more information.*

**LU Student Technology Council**  
Liberty University Information Services

**Supervisor**

- ✓ Bald Eagle
- Sparkette Eagle

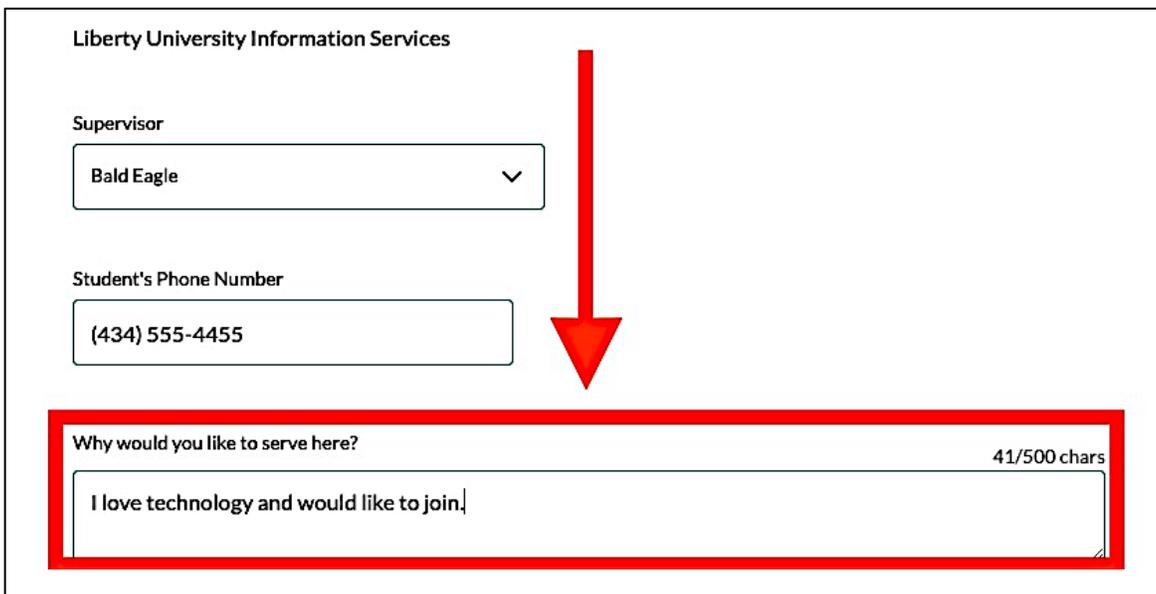
**Student's Phone Number**

(434) 555-4455

**Why would you like to serve here?** 0/500 chars

Type your response...

4. Fill in the **Why would you like to serve here?** field with the reason for your registration request.



**Liberty University Information Services**

**Supervisor**

Bald Eagle

**Student's Phone Number**

(434) 555-4455

**Why would you like to serve here?** 41/500 chars

I love technology and would like to join

5. Type your initials in the **Initial Here** boxes under the **Initial the following to agree** section.

Initial the following to agree:

I have reviewed the [CSER Policies and Procedures](#) and acknowledge that my registration must be approved before I serve.

SE Initial Here

I must volunteer at least 20 hours for one credit and 40 hours for two credits within the term with this same organization.

SE Initial Here

I may not receive more than two CSER credits with this organization in a single term.

SE Initial Here

6. Review the CSER service agreement and verify that you agree with the policy. Type your name into the **Type Your Signature** field. Then, click the **Submit Registration** button to complete the registration sign-up process.

I am not employed by this organization (or LU Department) and will not earn any of the following for the same service hours:\*

- Monetary compensation
- Academic credit
- A scholarship
- Fulfillment of court-ordered community service
- Volunteer service at their place of employment\*

\*Due to the Fair Labor Standards Act, students are ineligible to receive CSER credit with organizations or departments at which they are employed.

SE Initial Here

Type Your Signature

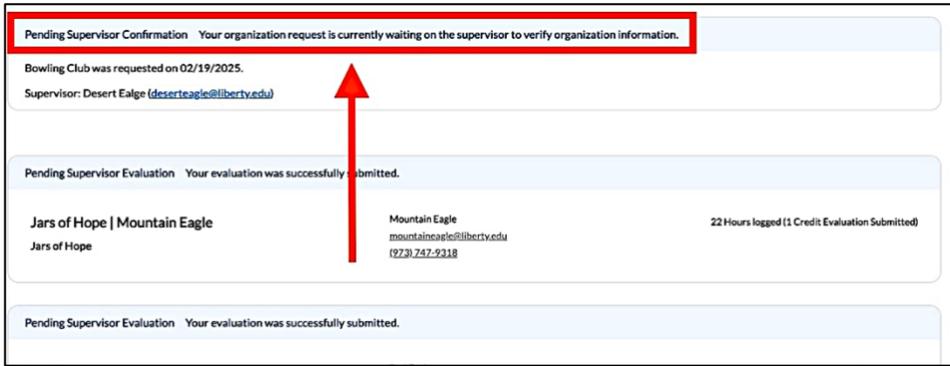
Sparky Eagle

By signing this registration you are agreeing to the [CSER Policies and Procedures](#) .

Submit Registration



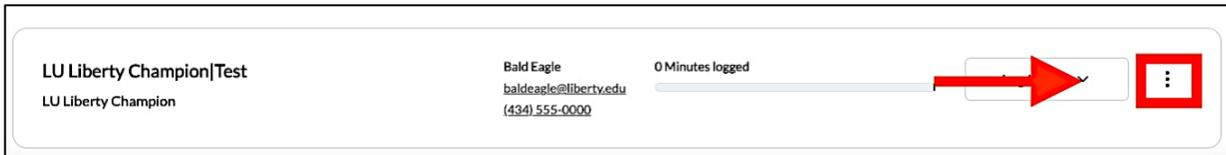
7. You will be returned to your homepage, showing the **Pending Supervisor Confirmation** status for the requested opportunity.



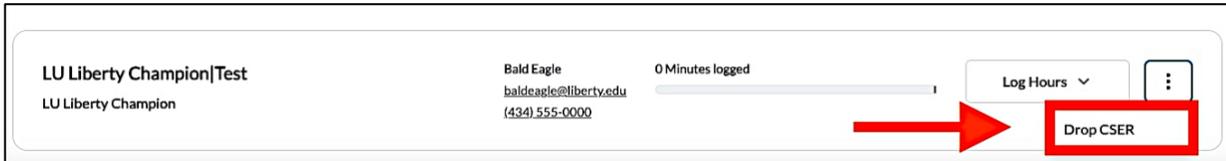
## DROPPING A CSER REGISTRATION

**Note: If you cannot complete your CSER opportunity, you may drop it. Your supervisor will receive a notification that you have dropped your registration.**

1. To drop a CSER registration, navigate to the opportunity and click the **three-dot** menu on the right side of the screen.



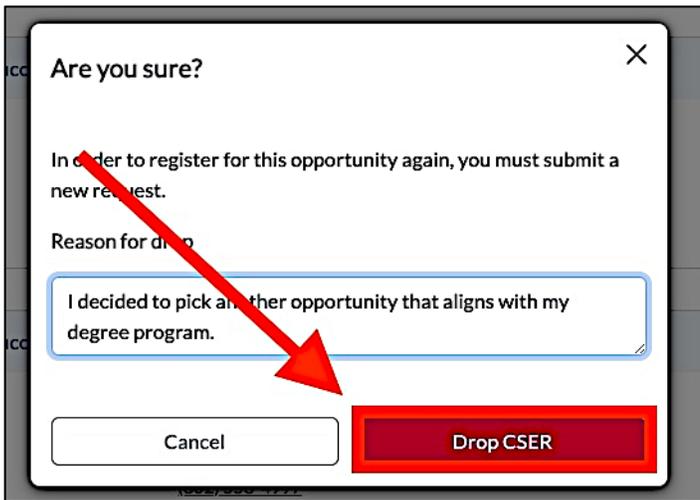
2. Select the **Drop CSER** option from the dropdown menu.



3. A dialogue box will appear. Enter why you are dropping the registration in the **Reason for drop** field.



4. Click **Drop CSER** to confirm the dropping process.



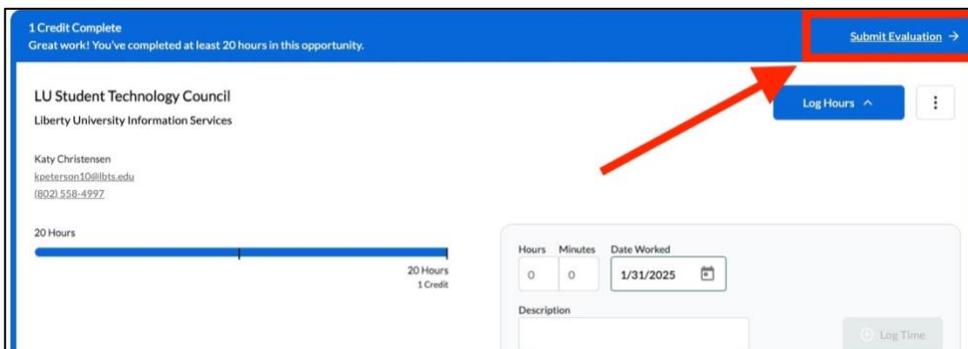
5. You will receive a message at the bottom of your screen that the **CSER dropped successfully**.



## COMPLETING A CSER EVALUATION

**Note: You must log at least 20 hours before you can submit your CSER evaluation.**

1. To submit an evaluation, locate the opportunity and click the **Submit Evaluation** button on the top right of your screen.



2. Select the appropriate rating for each **Personal Reflection** section. Once all ratings are selected, click **Continue** to move to the **Why did you choose this CSER Opportunity** section.

**Personal Reflection**

LU Serve's CSER program strives to develop student along four core values: Character, Community, Curriculum, and Career. We want students to serve with organizations and supervisors that exemplify these values.

Please rate your agreement with the following:

	Strongly Disagree	Somewhat Disagree	Neither Agree or Disagree	Somewhat Agree	Strongly Agree
This CSER challenged me to develop stronger moral/spiritual character.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
This CSER allowed me to make an important impact in the community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
This CSER is directly related to my academic major or minor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Through this CSER, I gained skills that will help me in my future career.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

[Continue →](#)

3. Select the appropriate reason for choosing this CSER opportunity. Once all options are selected, click **Continue** to proceed to the **Supervisor** and **Organization** rating section.

**Why did you choose this CSER Opportunity?**

Check all that apply:

- I was interested in learning something new or different
- I saw a need and I filled it
- It was recommended by a friend
- It was conveniently located
- I found it on the website
- I wanted to serve under this supervisor
- It relates to my major or minor
- I was able to complete my hours in a short period of time
- It relates to my future career interests
- It was fun
- I am passionate about this area of service
- Other:

[← Previous](#) [Continue →](#)

4. To rate the supervisor of the serving opportunity, select the appropriate rating from one star(poor) to five stars(great) next to the **Supervisor's** name and enter any comments in the **Comments** field.

**Please note that the supervisor and organization ratings are for internal use only by LU Serve and will not be visible by the supervisor.**

How would you rate the following?

Supervisor (Red Eagle)  5 stars

Comments\* 74/500 Chars

Red was a fantastic supervisor! I learned so much from her and the group.

5. To rate the organization of the serving opportunity, select the appropriate rating from one star(poor) to five stars(great) next to the **Organization** name.

Organization (Liberty University Information Services) 

← Previous Continue →

6. Click **Continue** to move on to the **Volunteer Evaluation** section.

Organization (Liberty University Information Services) 

← Previous Continue →

7. Review your logged time before submitting the CSER Volunteer Evaluation. To finish the submission process, click **Submit Evaluation**.

### Volunteer Evaluation

Testing Center  
Liberty University Information Services

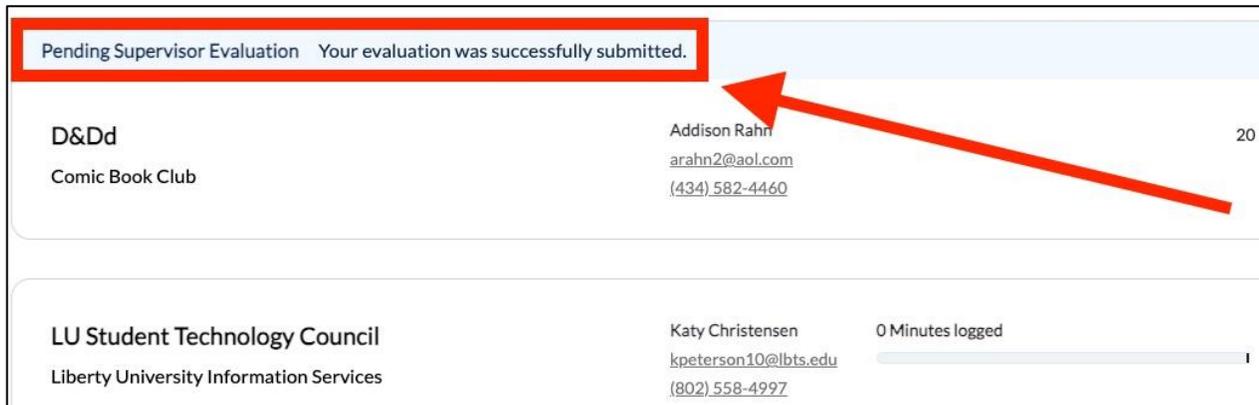
Reflection Opportunity Experience **4** Review

Review your logged time before submitting

Time	Date	Description		
3 Hours	02/04/2025	test		
6 Hours	02/06/2025	test		
4 Hours	02/08/2025	test		
3 Hours	02/10/2025	test		
4 Hours	02/12/2025	test		

← Previous Submit Evaluation

8. Once you have submitted your evaluation, you will be taken back to your homepage, which will show the **Pending Supervisor Confirmation** status for the submitted evaluation.



The screenshot shows a web interface with a notification bar at the top. The notification bar has a red border and contains the text "Pending Supervisor Evaluation Your evaluation was successfully submitted." A red arrow points from the notification bar to the first evaluation entry in the list below.

Evaluation Name	Supervisor Name	Status
D&Dd Comic Book Club	Addison Rahn <a href="mailto:arahn2@aol.com">arahn2@aol.com</a> (434) 582-4460	20H
LU Student Technology Council Liberty University Information Services	Katy Christensen <a href="mailto:kpeterson10@lbtts.edu">kpeterson10@lbtts.edu</a> (802) 558-4997	0 Minutes logged

## Need Assistance?

If you need assistance with the **Student Application**, please contact [cser@liberty.edu](mailto:cser@liberty.edu).