ImpactOCCC

Agency User Guide

Service-Learning
Oklahoma City Community College
Student Life Service-Learning Center
Welcome to ImpactOCCC!

Welcome to ImpactOCCC, a new webpage designed to connect Oklahoma City service agencies with students at Oklahoma City Community College. As an OCCC service partner, your agency will have the opportunity to post descriptions of your organization, add or update contact information, and announce upcoming service opportunities.

This User Guide is designed to help you navigate the ImpactOCCC webpage and better utilize the resources it has available.
Accessing ImpactOCCC

The ImpactOCCC webpage is an extension of Office of Student Life page at OCCC. Use web address [impact.occc.edu](http://impact.occc.edu) to access the ImpactOCCC main page.
If you are receiving this User Guide, an account has already been created for your agency. To access your account, click on the blue “Agency Center” link.
Agency Account Login

After clicking the Agency Center link, you will be directed to a screen requesting a Username and Password. Your username and password information is located in your Agency Login letter. If you do not have your Login Letter, contact Jill Lindblad at jlindblad@occc.edu.
Once logged in, you will be taken to your agency main page. This is where your agency can add, modify, or delete information about your agency. The main page is also where you can add upcoming service opportunities to the general Opportunity Calendar.
By selecting “edit profile” from your agency main page, you can add or change information about your agency. By selecting “view profile” from the main page, you can preview how your page will look to OCCC students or other page visitors.
To add an upcoming service opportunity to the general Opportunity Calendar, click on the “Add Opportunity” link from your main agency page. You will be taken to a page where you can input the date, time, and other important details about the service opportunity. Click the “Save” button at the bottom of the page to upload your service opportunity on the main Opportunity Calendar. Once saved, the opportunity will appear at the bottom of your main agency page, and a link to the opportunity will be added to the Calendar on the date specified. To access the general Opportunity Calendar, click the blue “Opportunity Calendar” link on the main page under the red “CALENDAR” headline.
Browsing other Agencies

If you are interested in learning about other service organizations, you can browse our entire list of partner agencies by clicking the “Find an Opportunity” link under the red “SEARCH” headline. You will be directed to a page that allows you to browse agencies by name, issue, or date of available opportunities.
Volunteer Center

Lastly, you will notice a volunteer section on the main ImpactOCCC page, titled “Volunteer Center.” The Volunteer Center allows students at OCCC to register as a volunteer and manage the service opportunities that interest them. Once registered, students may also use their account to share opportunities with other volunteers.
Be on the lookout for updates and additions to the ImpactOCCC website. We are constantly working to improve our services.

If you have any questions, or if you experience any technical difficulties with the ImpactOCCC webpage, contact Jill Lindblad at jlindblad@occc.edu or by phone at 405-682-7523. Thank you for your involvement with the OCCC Service Learning Program!