STUDENT USER GUIDE FOR GALAXY COMMUNITY ENGAGEMENT DATABASE
Last update: January 21, 2021

Overview: This training guide is for students who wish to use the Lindy Center’s Volunteer database, Galaxy, to find nonprofit organizations, volunteer opportunities and events as well as track volunteer hours.

Supported Browsers:
Chrome, Firefox, Safari, Microsoft Edge

QUICK LINKS:
- Logging in
- Managing your Profile
- Updating your causes, interests and fanned (“like”) organizations
- Find opportunities, events and organizations
- Sign-up for an Opportunity
- Managing your User Groups
- Logging Hours

1. Logging in: DU students/alumni, staff and faculty can login using their Drexel Connect credentials since the site is configured for single-sign-on (SSO). From the main page (drexel.galaxy.com), click “Login” on the top right, then click the yellow “Login using Drexel Connect” button. If users encounter login issues, they can reach out to the Lindy Center at lindycenter@drexel.edu.

2. Managing your profile: Your profile menu is located on the top right-hand corner of your Connect screen. To view it, click on your initials (or your profile picture, if you’ve already uploaded one, as shown here). You can edit your profile via the pull-down menu or the dashboard (see images below).
  
  Note: Only image files (.jpg, .png, or .gif) are accepted. The image should be at least 540 x 540 pixels. If it is larger, Campus Connect will adjust the image to fit the space.
a. Updating your Profile Picture
   To upload your picture (or replace a current picture), go to the Edit Profile area and click Upload Photo.

After selecting the photo, choose one of two options:
   1. Crop the photo (if needed) and click Save Profile Photo.
   2. If the photo does not need to be cropped (i.e., if you want the photo displayed as is), click Skip Crop and Save.

b. Updating Your Password
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If you are logged into Campus Connect and want to update your password:

1. Go to your Edit Profile area.
2. Complete the fields under the Change Password heading, entering your current password once and your new password twice.
3. Click Update Password.

Updating Your Contact and Personal Information

To update your contact and personal information in Galaxy: Go to your Edit Profile area. Under the Basic Information heading, edit the applicable fields. Most fields are not required by default, though your site manager may opt to require fields as needed. Click Update Basic Information.

3. Updating your causes, interests and fanned (“like”) organizations – you can personalize your experience on Galaxy by adding causes that you are interested in, interests, and becoming a “fan” of organizations that you’d like to follow and get updates about. When you log in, it will show you tailored opportunities and you may also receive emailed updates when your “fanned” organizations post opportunities.
   a. From your profile menu, select View Profile.
   b. Click the applicable Manage button (Manage Causes, Manage Interests, or Add Agencies) on the My Profile page.

   c. On the page that follows, click on an item to select it. Once you’ve made a selection, a border with a heart icon will appear around the selection. In this example, “Arts and Culture” has been selected.
   d. Click the Update button at the bottom of the page to save your changes.

   NOTE: you can also become a fan of an organization on the organization’s profile page by clicking the navy blue “Become a Fan” button in each organization’s profile.

4. Find opportunities, events and organizations: The main site navigation is the left-hand sidebar, where you can click on Opportunities, Events, Organizations, and other pages that we may have posted at any given time. In general, “Opportunities” refers to volunteer opportunities that you can sign up for through the site, “Events” refers to events hosted by nonprofits that you can attend or participate in (an example might be a blood drive you can sign up to give blood at or a 5k you can sign up to run), and “Organizations” are nonprofits—searching nonprofits is a great way to find
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organizations that you’re interested in based on the social issues you’re passionate about; while the organizations may not have volunteer opportunities or events posted to our Galaxy site, if you go to their own websites there may be opportunities and events listed there.

a. **To find and sign up for a volunteer Opportunity: from your dashboard** click the **Opportunity** button in the sidebar menu, and you'll see a listing of Opportunities.

b. **You will be able to view the volunteer opportunities by Grid, List, Calendar, or Map.** Select your view by clicking one of these selections:

c. **Sorting Opportunities**

   By default, **opportunity** is listed with the more recently added or updated **opportunity** first. To change this order, use the Sort by dropdown to sort opportunities by newest first, oldest first, alphabetically, or soonest first.

d. **Filtering**
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From the Filter By dropdown, you can select to filter opportunities by the criteria shown below. Note that some filter categories will launch another filter, for instance when you choose the “virtual need” filter you will then see another field pop up and you will have to choose “Is Virtual Opportunity” or “Is Not Virtual Opportunity” from another drop-down menu. Always click the “Search” button to apply the filters you’ve chosen.

5. Sign-up for an Opportunity

a. To access the opportunity-information page, click the View Details button for the opportunity you are interested (shown below):

b. Click the Respond button, located in the top right-hand corner of the opportunity-information page.
c. On the response page that is displayed, you can type any additional notes for the agency manager. If other questions have been added for this opportunity, you may be required to answer them.

d. Click Submit Opportunity Response. Note that when you do this, the manager of that opportunity (generally someone from the organization hosting that opportunity) will be notified that you have signed up. They can then contact you with more information or questions.

e. You are returned to the opportunity-information page, and the Respond button is replaced by an Unregister button.
f. **Waitlist:** Some opportunities with limits on how many people can volunteer will also have a waiting list and you can learn more about adding yourself to a waiting list here: [https://galaxydigital.freshdesk.com/support/solutions/articles/36000059944-adding-yourself-to-a-waitlist](https://galaxydigital.freshdesk.com/support/solutions/articles/36000059944-adding-yourself-to-a-waitlist)

g. **Responding to an opportunity as a Team:** Some opportunities will allow both individual sign-ups and team sign-ups, which is a great option if you have a group of friends or a student organization or other organized group that wants to volunteer together. To learn more about responding to opportunities as a team, click here: [https://galaxydigital.freshdesk.com/support/solutions/articles/36000041100-responding-to-a-need-as-a-team](https://galaxydigital.freshdesk.com/support/solutions/articles/36000041100-responding-to-a-need-as-a-team).

h. Some opportunities may appear with a lock icon next to it, this indicates the opportunity is private, which means that only specific users can respond to the opportunity. If you are able to respond to a private opportunity, it means you are in a user group that is allowed to view and respond to that opportunity.

6. **Managing your User Groups:** Galaxy also allows user groups, which is great if you are part of a Greek organization, student organization, or other group that is interested in volunteering together and tracking the group’s volunteer hours. You will need to contact the Lindy Center if you want to create a User Group as only a Site Manager can do that. If you are a User Group leader or part of a User Group at all, you will be able to manage that from your profile drop-down (the top right of the page where you either see your initials or your profile picture). In that drop-down you will see a “My User Groups” option that will allow you to see the User Groups you are part of. Sometimes, there will be specific volunteer opportunities assigned to specific User Groups (for instance, maybe a specific fraternity or sorority is partnering with a local org on an event and they create an opportunity that only people in that fraternity or sorority can sign up for). On your User Groups page, you will see a “View Opportunities” link for each User Group you are part of and that is where you can access any specific volunteer opportunities for your User Group. See image below and [this link](https://galaxydigital.freshdesk.com/support/solutions/articles/36000059944-adding-yourself-to-a-waitlist) for more information about User Groups.
7. Logging Hours – for opportunities that you’ve already signed up for, you should see pending hours in your profile once that opportunity has passed. Organizations can approve your hours proactively so they show up as “approved” in your profile and dashboard. If hours that you’ve already volunteered are shown as pending, you may want to reach out to the Lindy Center or the organization that you volunteered with to get those approved.

To log hours for a posted opportunity if they do not already show up in your profile:

a. Log into the Campus Connect site.

b. Click on your profile dropdown (located where the blue circle is in the image above) and select Track Hours, and then click Add Hours, located under the Volunteer Hours heading.

c. Click Yes under the Hour Type heading. (By clicking Yes, you indicate that the hours you’re posting are related to an opportunity you responded to previously on your site.)
d. Select an opportunity from the **Opportunity** dropdown. Enter the hour details, including the date and number of hours.

![Hour Type](image1)

![Hour Details](image2)

e. Enter the hour details, including the date and number of hours.
f. Complete all other Hour Details fields that apply. If a User Group field is listed, select a user group as applicable. A user group field may or may not be required, depending on your site's settings.

8. **To Edit Hours**
   Hours can be edited as long as they have not been approved.
   a. Log into and click on your profile dropdown in the top right-hand corner of your site.
   b. Select Track Hours to open the Track Hours page.
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- The Track Hours page displays your previously submitted hours.
- Click the pencil icon to edit hours. Note that the approved hours do not have a pencil icon and cannot be edited.
- Make your changes.
- Click Update Hour Entry.
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<tr>
<th>Field</th>
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<tr>
<td>Miles Traveled</td>
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<tr>
<td>User Groups</td>
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**logging “independent hours”**: As you see in part C, you can also select to log hours that are NOT associated with a volunteer opportunity listed in our database by selecting “No” in the “Hour Type” section when logging hours. This may be useful if you are required to do hours for a student group that is using Galaxy to manage volunteer hours, or if you simply want to track hours that you are independently volunteering for your own records/volunteer resume on the site. You will have an opportunity to enter additional information about the volunteer hours and to log them as part of a User Group (as described above). Once they are entered, they show up as “pending” and a Site Manager or other site admin must approve them.

For any questions related to Galaxy, including how you can take advantage of this site for your student organization or other group that wants to volunteer together, please reach out to us at lindycenter@drexel.edu. Galaxy also has robust how-to guides on their website, which you can access here: https://galaxydigital.freshdesk.com/support/solutions/36000096780.