



St. Thomas Aquinas High School
Getting Started Guide

If you DO NOT have a Mobileserve account with STA, please follow the instructions below.

MobileServe is available as a mobile app in the App Store and Google Play and can be used on most devices smartphones and tablets. If you'd rather not use the mobile app, you can create and manage your MobileServe account from any internet-connected device at: app.mobileserve.com. Simply skip them download instructions below and start with Create Your Account.

Download the App

1. Go to the App Store or Google Play.
2. Search "MobileServe".
3. Tap the [Get](#) or [Install](#) button next to MobileServe App.

Create Your Account

1. Open the app or go to app.mobileserve.com. & select [Sign-Up](#).
2. Enter requested information (you MUST use your school email) and create a password. Select [Next](#).
3. Add an optional photo to your profile or skip it.
4. Select [Next](#).
5. Enter the 6-digit code for your grade level (see below) and click join.

Class of 2026	386D40
Class of 2027	204B08
Class of 2028	2CCA08
Class of 2029	1136F1

How to log hours

If you have signed up through Mobileserve, find the event and check in when the event starts and check out when you are finished. The supervisor of the event will get an email to verify your participation.

If you are doing other service:

1. On the home page, click the blue "LOG HOURS" button.

2. Click on the date and select the correct day you completed your service.
3. Under "Total Hours" enter the number of hours you served.
4. Enter the organization that you served.
5. Select a Service Category
 - a. Active Service
 - b. Donations
6. In the "Tell Your Story" box, describe what you did while serving.
7. Click the "NEXT" button.
8. Verification:
 - a. Enter your supervisor's name.
 - b. You MUST provide your supervisor's email address or upload a picture of a signed paper letter.
 - c. Your supervisor will receive a verification email from Mobileserve and need to verify your hours
9. Upload any pictures you take of your service.
10. Click the blue "Submit Hours" button.
11. Hours will go to Mrs. Fucci for approval.
 - a. Your hours will either be approved (after verification) or denied.
 - b. If you hours are denied, you will receive an email with reasoning.