1. Log into Gradelink: https://secure.gradelink.com/Gradelink
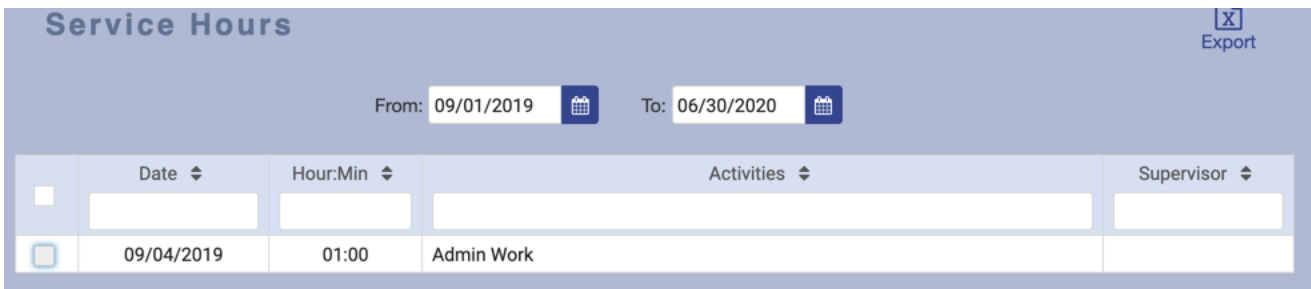
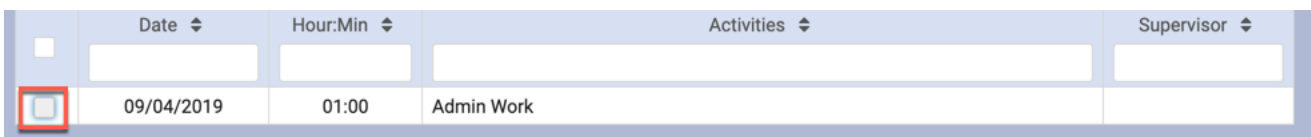2. Navigate to the Service Hours Menu.   3.   Click the Add Entry button.
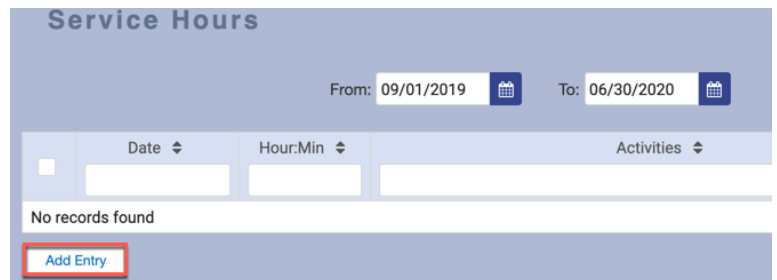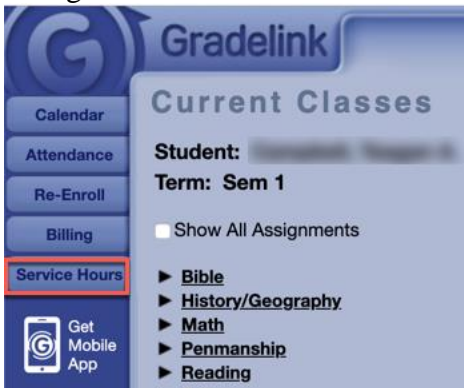
4. Enter Service Hours information requested and click Add Entry.
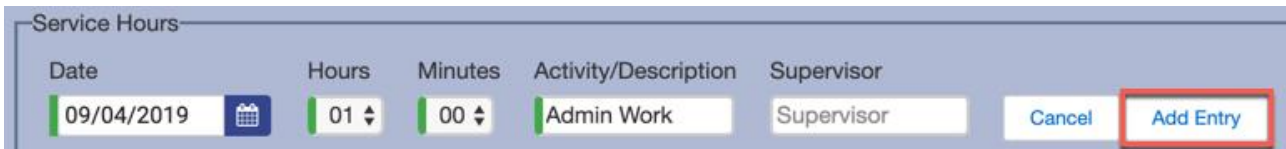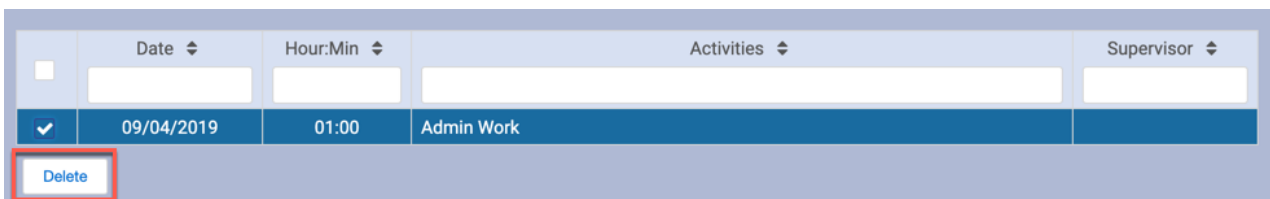

RESULT: You will then see your entry listed.

5. If you make a mistake, you can delete an entry by placing a checkmark next to the line you wish to delete.

RESULT: The selected line will highlight blue and a Delete button will then appear. Click Delete.

RESULT: The system will ask to confirm your deletion. Click Delete.