The Cue: Community University Engagement

What is The Cue?
The CUE is a revolutionary website created to facilitate connections between universities and their community's non-profit organizations.

What does it do?
- Displays various volunteering and internship options.
- Offers service opportunities that may range from a day-long event to an on-going commitment.
- Allows students to sign up for said opportunities and track their volunteering or Service-Learning hours.

UTEP’s Project Move, an annual day of community service, is processed through The Cue.

How to get access? Visit cue.utep.edu to create an account.

As a student:
Step 1) Click the SIGN UP button on the upper right corner
Step 2) Provide your information in order to create an account.
Step 3) Once you are registered, click on the left side tab that reads “NEEDS”.
Needs tab lists volunteering opportunities that are published from community agencies.
Step 4) View details and respond the opportunity of your interest
Each agency opportunity lists details of upcoming events and agencies contact information.
Step 5) Submit a need response: Individuals click on tab respond, organization/team click on respond as a team
Step 6) Agency will receive a notification email that includes your interest response and respond with further information of the event
Step 7) Track your volunteering hours on the CUE

How to track your volunteering hours on the CUE
Step 1) Sign in and click on the dashboard
Step 2) Click on volunteer hours (with a clock watch) to open Track Hours tab
Step 3) Click on + Add hours and enter the required information
Step 4) See the total completed hours on your account dashboard

As an agency:
In order to create your organization’s profile, first you have to create a personal account.

Step 1) Click the SIGN UP button on the upper right corner
Step 2) Provide your personal information in order to create an account. Note: Enter 000000 for UTEP ID
Step 3) Log out once you are registered.
Step 4) Click the SIGN UP button on the upper right corner, then follow the “Want to sign up your agency?” link, underneath Create an Account.
Step 5) Once your request is reviewed, you will receive an email with instructions on how to manage your profile.

Questions? Don’t hesitate to contact the Center for Civic Engagement!
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