

## HOW TO LOG YOUR AUXFS HOURS IN AUXDATA II

Log on to AUXDATA II

Go to [www.cgaux.org](http://www.cgaux.org).

On the lower left side click on AUXDATA II.

On the next page.....Click on:

**Navigate to:** <https://uscg.force.com/auxcommunity/>

This will take you to the logon page for AUXDATA II

Your username is your member [ID#@uscg.aux](mailto:ID#@uscg.aux) e.g. [1234569@uscg.aux](mailto:1234569@uscg.aux)

If you haven't logged onto AUXDATA II previously, you will need to set up a Password - after that your password will be the same for each time you enter AUXDATA II

After you have entered your Username and Password

Click on "Log In"

On the next page.....

Click on "send email..."

Click on "next" at bottom of the page. The code will appear within seconds in your email

Enter code you received via email in the box in center of page,

Click on "next" at bottom of page

Note: Every time you log into AUXDATA II they will send you a new passcode.

Click on "Home" at the top of the page.

Click on "Activity Logs" at the top of the next page

Click on "New".....on the right side of the page in a little blue box.

On the next page - "New Activity" –

Click on "Unit/Individual" (little circle is already chosen")

Click on "Next" at the bottom of this page.

On the next page ..."New Activity" Unit/Individual"

Click on the box "Search Units"

Select your unit from the drop down box.

In the "OPCOM" box enter the station where your hours were served...e.g.

Station Cleveland Harbor.

Go to the right side of the page .... Leave the Status box on "Open" for now

In the "Operations Code" box...

Select "AUXCHEF-AUXCHEF PROGRAM" from the drop-down box .....

In the "Mission Code" box...

Choose the "07D" from the drop-down box.

Scroll down the screen to "Mission Start Time"

In the "Date" box enter the day you are entering your time for

In the "Time" box choose the time you began your "Mission" note: this is an arbitrary time and you really don't have to be too specific.

In the "Duration" box enter how many hours you spent on the mission e.g 2.5,  
3.0

In the "Summary of Activities" box give a brief description of what you did.

Click on "Save" at the bottom of the page.

Scroll down the page and in the "Non-Reimbursement Mileage and Expenses" boxes enter any mileage and expenses you had.

On the next page....

Click on "Search User"..... Located about in the middle of the page

On the next page....

Enter YOUR member ID number in the "Search User" box.

Scroll down a little and click on the little box next to your Member ID number  
Click on “Add Members”....blue box in middle of page

Once again....click on the little box on the left next to your Member ID number.  
On the same line over to the right of the page...change “Position” to “Lead”

Click on the green box “Update Activity Members”

On the same page...

Go to the top right side of the page and click on the little “Edit” box

On the next page.....top right side of page

Change “open” in the Review Status Box to “Approval Requested” in the drop down box.

Click on “Save” ..... in the blue box at the bottom of the page.

Done!!!