

How to get your PVA

Step 1: find website

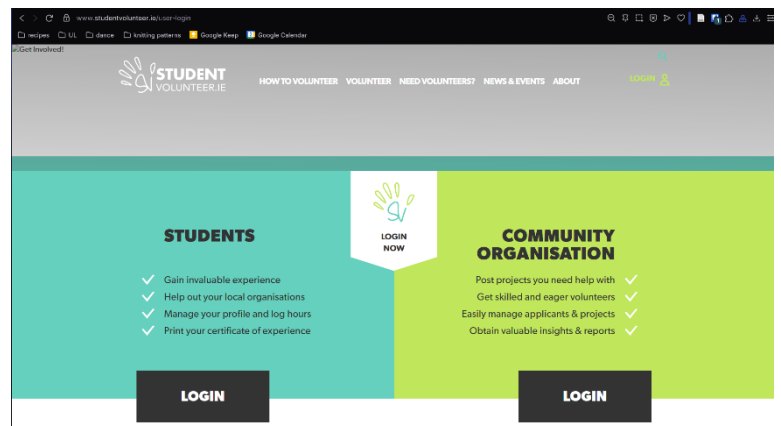
Go to the [studentvolunteer](https://studentvolunteer.ie) website.
This is where you will log your hours.
The page should look like this:



Step 2: logging in

In the top right corner of the homepage,
click the “login” button.

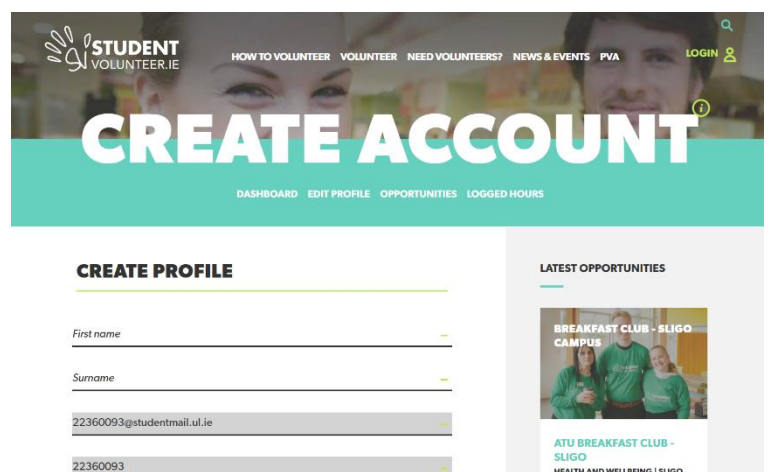
Your page should now look like this:



Click the “login” button under students, then select “University of Limerick” from the list of institutions and log in with your UL student email and password. You will then be asked to create a profile.

Your page should now look like this:

Fill in your information and click “save changes”. You should be redirected to your dashboard.

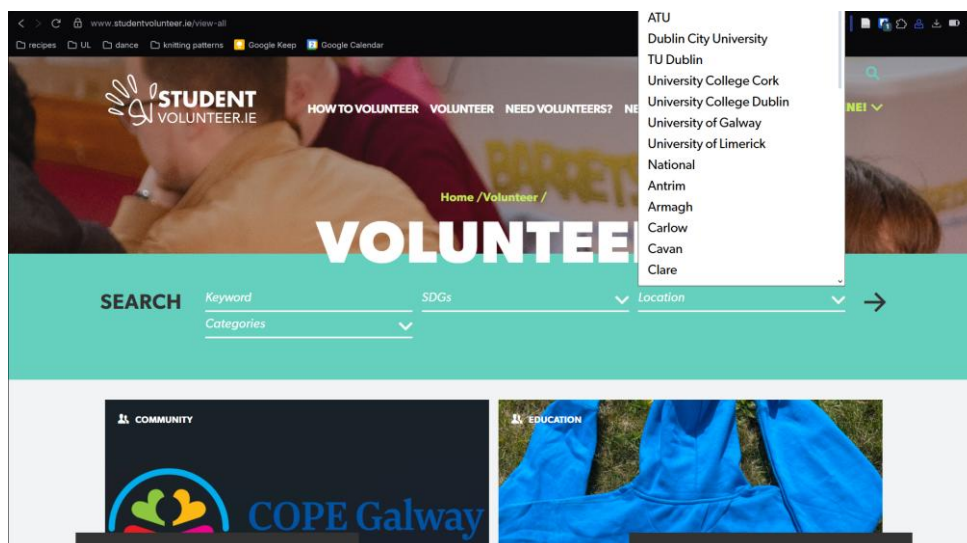


Step 3: Applying for opportunities

From your dashboard, click on the “volunteer” button (at the top of the page), then click “all opportunities”.



Once you’ve done that, your page should look like this:



Select “University of Limerick” from the list of locations, then press on the arrow. Find “**UL WOLVES C&S COMMITTEE MEMBERS 25/26**” in the list of opportunities. It looks like this:



Click on the opportunity, then on “Apply Now” at the bottom of the page, fill out and submit the application. You can now see the application (marked as “pending”) on your dashboard.

**UL WOLVES C&S COMMITTEE
MEMBERS 25/26**
APPLIED: OCT 2025

PENDING

VIEW

Step 4: logging hours

Once the C&S office have approved your application (this can take some time, they’re busy people, so don’t leave this to too close to the deadline), you can log your hours. To do this, click on “view” (in green behind the opportunity title/status on your dashboard), then scroll down to this part of the page:

LOGGED TIME

DATE TIME

Date Time worked (hours):

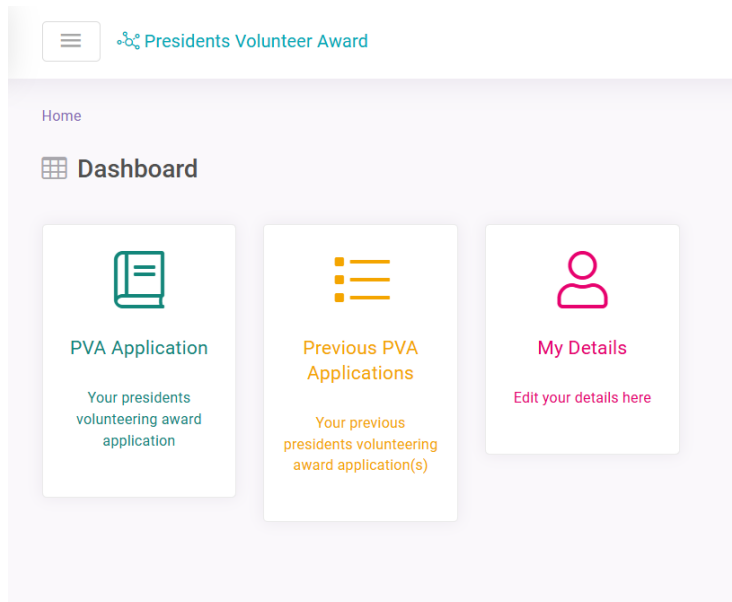
LOG TIME

Fill in the date and number of hours you spent volunteering, then click “submit”. The hours then need to be approved by the C&S office (again, this can take some time. Submit your hours well in advance of the deadline.)

Step 5: the portfolio

In addition to logging the required number of hours, you need to complete a portfolio to receive your PVA. It consists of multiple reflective questions.

Go to <https://pva.ul.ie> and log in using your UL student details. The page should look like this:



Click on “PVA Application” and follow the steps outlined on the website. Fill in your details, sync your roles and complete the reflective questions. Make sure you SAVE your application. Only press “Submit” once all your hours have been approved and synced, and you’ve completed the reflective portfolio.