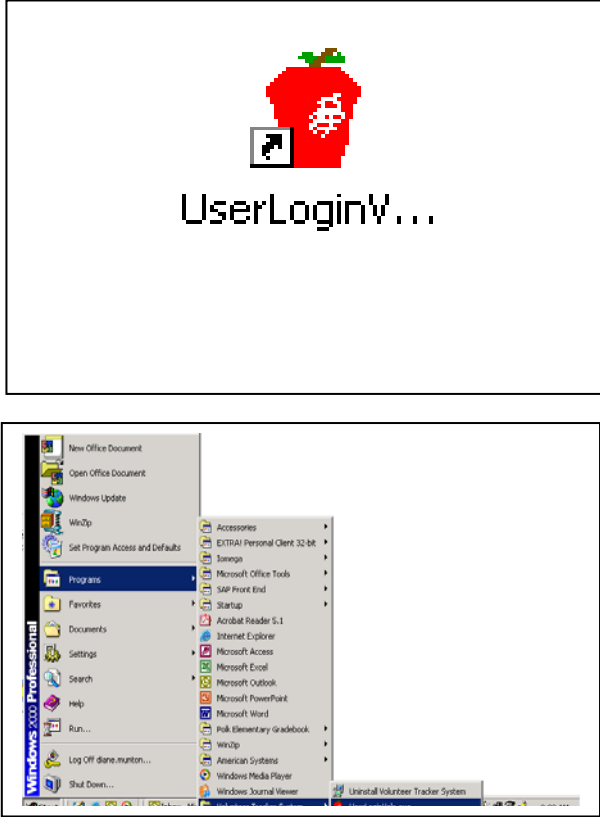
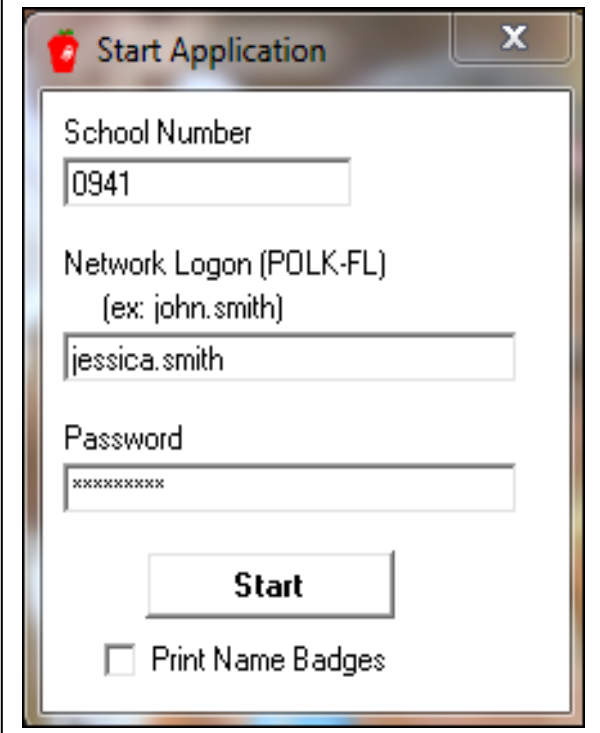
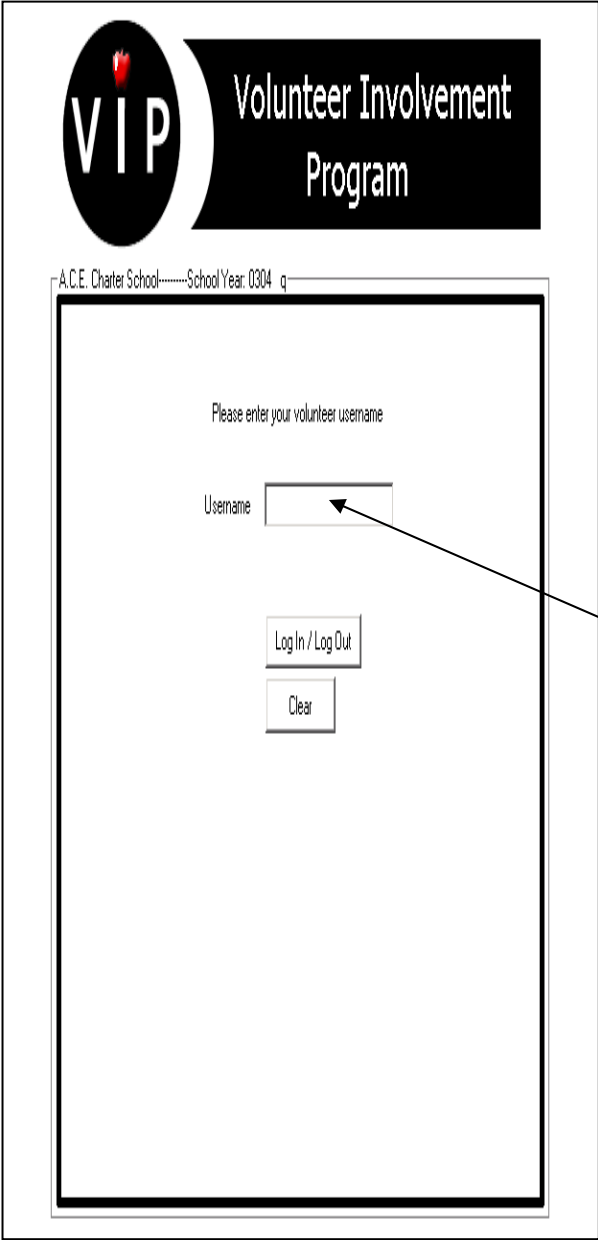


## Volunteer Tracking System - School Employee Log In/ Log Out

Steps	Screen Displayed	Procedures
1		<p>There are two ways to access the User Login <b><u>Volunteer Tracking System</u></b> Start Application.</p> <ul style="list-style-type: none"> <li>• <i>Double click</i> the <b>User Login</b> icon located on the Desktop</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>• <i>Click</i> <b>Start</b></li> <li>• <i>Click</i> <b>Programs</b></li> <li>• <i>Click</i> <b>Volunteer Tracker System</b></li> <li>• <i>Click</i> <b>UserLoginVols.exe</b></li> </ul>
2		<p>The <b>Start Application</b> window displays.</p> <p><u>A designated school employee will open the system daily, for it to be used by non-employee school volunteers.</u></p> <ul style="list-style-type: none"> <li>• <i>Type</i> the <b>4-Digit School Location Number</b></li> <li>• <i>Type</i> your <b>User Name (first name.last name)</b></li> <li>• <i>Press</i> <b>Tab</b></li> <li>• <i>Type</i> your <b>Password (Your Active Directory/first name.last name Password)</b></li> <li>• <i>Click</i> <b>Start</b></li> </ul>

# Volunteer Tracking System - School Employee Log In/ Log Out

Steps	Screen Displayed	Procedures
3		<p>Volunteers will <i>Enter</i> their <b>Eleven Character</b> Login as a <b>Username</b> to Log-On from this screen.</p> <p><b><u>Example:</u></b> A2230333322</p> <p>After they have entered their volunteer hours the system will return to this screen.</p> <p><b><u>To Exit the Volunteer Tracking System:</u></b></p> <ul style="list-style-type: none"><li>• <i>Press</i> the <b>Space Bar</b></li></ul> <p>An <b>Asterisk (*)</b> <i>Displays</i> in the <b>Username</b> field</p> <ul style="list-style-type: none"><li>• <i>Type</i> <b><u>EXIT (Must be Capitalized)</u></b></li></ul> <p>The <b><u>Volunteer Tracking System</u></b> will disappear and return to the desktop.</p>