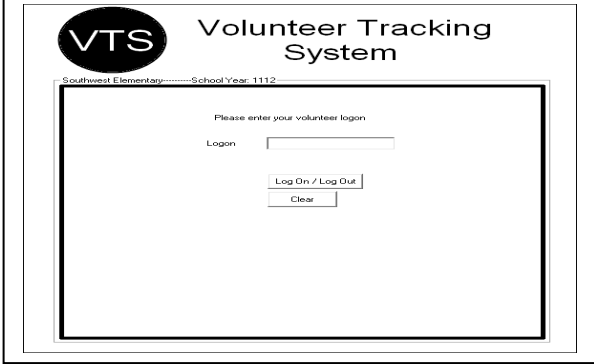

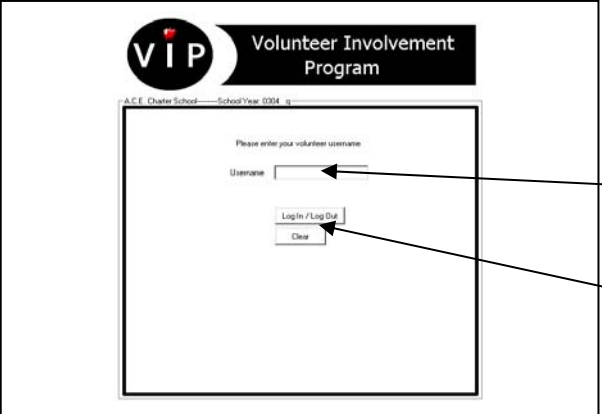
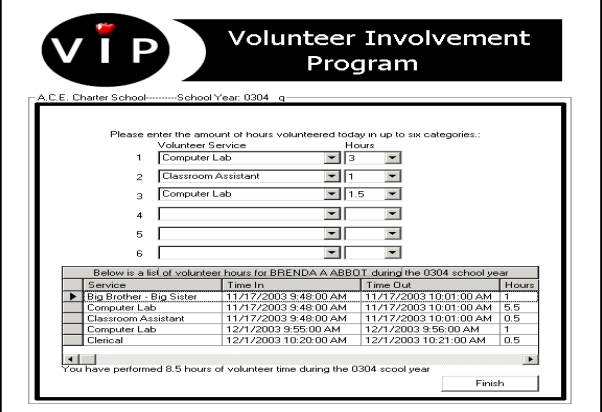
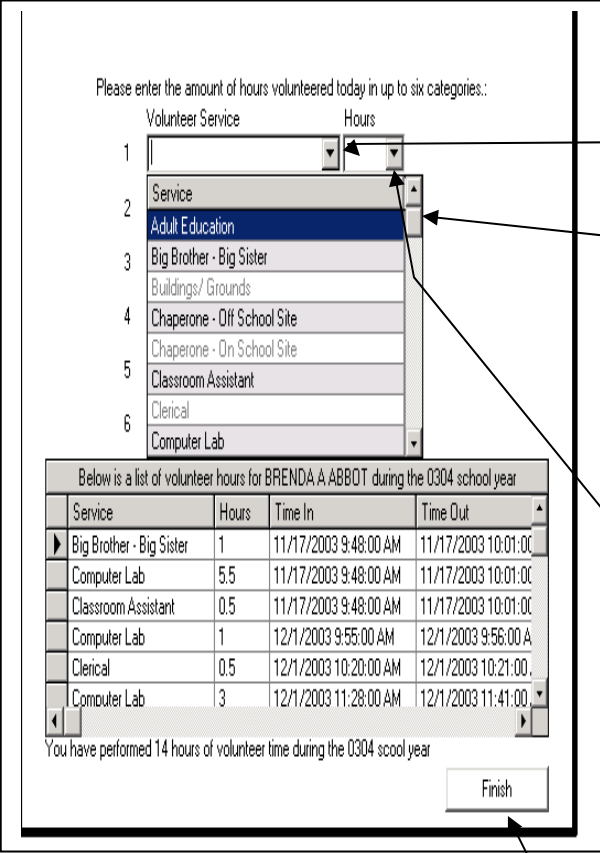
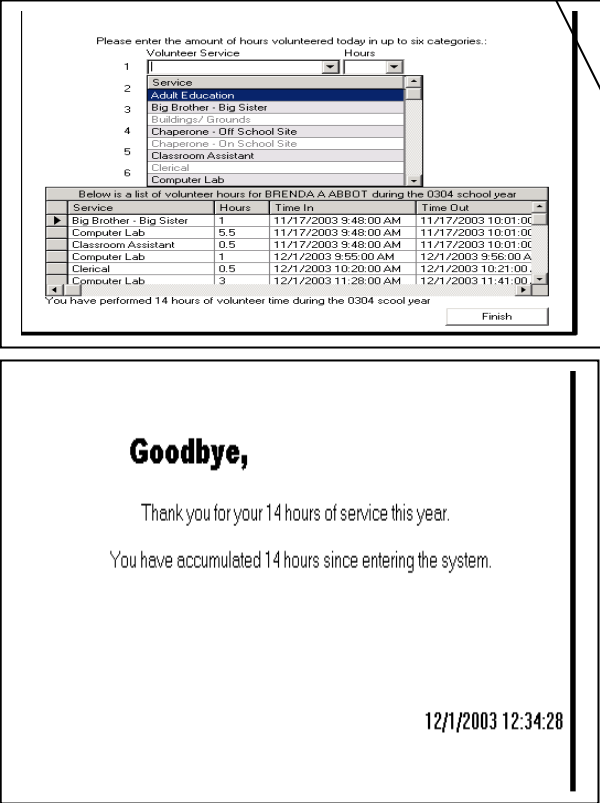


## Volunteer's User Logon / Logout

Steps	Screen Displayed	Procedures
1	 	<p>The <b>Volunteer Involvement Program</b> Initial Sign-in Screen displays.</p> <ul style="list-style-type: none"> <li>• <i>Type your <b>Eleven (11) Character</b> Login, in the Username field</i></li> <li>• <i>Click <b>Log On /Log Out</b></i></li> </ul> <p>A Personalized Welcome Screen, with a Reminder to Log-out and Enter your Volunteer Hour's displays.</p>
2	 	<p><b><u>To Enter your Volunteer Hours and Log Out of the Volunteer Involvement Program System:</u></b></p> <ul style="list-style-type: none"> <li>• <i>Type your <b>Eleven (11) Character</b> Login, in the Username field</i></li> <li>• <i>Click <b>Log On / Log Out</b></i></li> </ul> <p>The <b>VIP</b> screen <i>displays</i> where you will enter the amount of <b>Hours Volunteered</b>, in up to <b>Six (6) Categories</b>.</p>

## Volunteer User Logon / Logout

Steps	Screen Displayed	Procedures																												
3	 <p>Please enter the amount of hours volunteered today in up to six categories:</p> <p>Volunteer Service      Hours</p> <p>1 [Dropdown] [Dropdown]</p> <p>2 Service</p> <p>3 Adult Education</p> <p>4 Big Brother - Big Sister</p> <p>5 Buildings/ Grounds</p> <p>6 Chaperone - Off School Site</p> <p>Chaperone - On School Site</p> <p>Classroom Assistant</p> <p>Clerical</p> <p>Computer Lab</p> <p>Below is a list of volunteer hours for BRENDA A ABBOT during the 0304 school year</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Service</th> <th>Hours</th> <th>Time In</th> <th>Time Out</th> </tr> </thead> <tbody> <tr> <td>▶ Big Brother - Big Sister</td> <td>1</td> <td>11/17/2003 9:48:00 AM</td> <td>11/17/2003 10:01:00</td> </tr> <tr> <td>Computer Lab</td> <td>5.5</td> <td>11/17/2003 9:48:00 AM</td> <td>11/17/2003 10:01:00</td> </tr> <tr> <td>Classroom Assistant</td> <td>0.5</td> <td>11/17/2003 9:48:00 AM</td> <td>11/17/2003 10:01:00</td> </tr> <tr> <td>Computer Lab</td> <td>1</td> <td>12/1/2003 9:55:00 AM</td> <td>12/1/2003 9:56:00 A</td> </tr> <tr> <td>Clerical</td> <td>0.5</td> <td>12/1/2003 10:20:00 AM</td> <td>12/1/2003 10:21:00</td> </tr> <tr> <td>Computer Lab</td> <td>3</td> <td>12/1/2003 11:28:00 AM</td> <td>12/1/2003 11:41:00</td> </tr> </tbody> </table> <p>You have performed 14 hours of volunteer time during the 0304 school year</p> <p style="text-align: right;">Finish</p>	Service	Hours	Time In	Time Out	▶ Big Brother - Big Sister	1	11/17/2003 9:48:00 AM	11/17/2003 10:01:00	Computer Lab	5.5	11/17/2003 9:48:00 AM	11/17/2003 10:01:00	Classroom Assistant	0.5	11/17/2003 9:48:00 AM	11/17/2003 10:01:00	Computer Lab	1	12/1/2003 9:55:00 AM	12/1/2003 9:56:00 A	Clerical	0.5	12/1/2003 10:20:00 AM	12/1/2003 10:21:00	Computer Lab	3	12/1/2003 11:28:00 AM	12/1/2003 11:41:00	<p><b><u>To Select and Enter the Category of Volunteer Service:</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Drop Down Arrow</b> to the right of the <b>Volunteer Service</b> field</li> <li>• Use the <b>Scroll Bar</b> to the right of the selection menu to see more <b>Category of Service</b> options</li> <li>• Click the <b>Category</b> line to enter the Category</li> </ul> <p><b><u>To Select and Enter the Number of Volunteer Hours:</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Drop Down Arrow</b> to the right of the <b>Hours</b> field</li> <li>• Use the <b>Scroll Bar</b> to the right of the selection menu to see more <b>Hours of Service</b> options</li> <li>• Click on the <b>Hour</b> line to enter the Number of Hours</li> </ul>
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