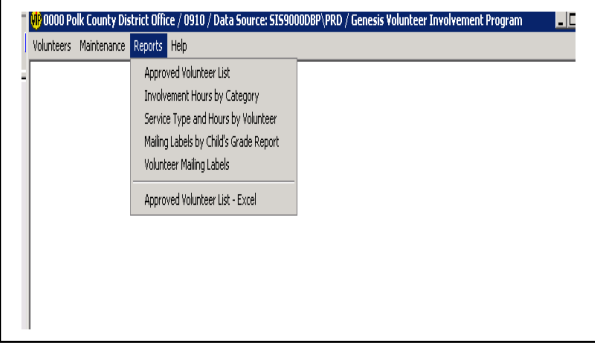

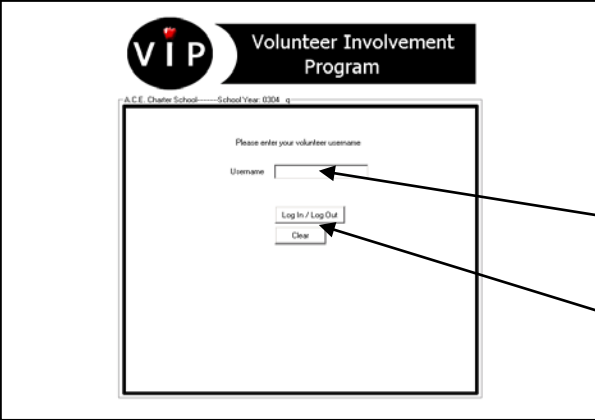
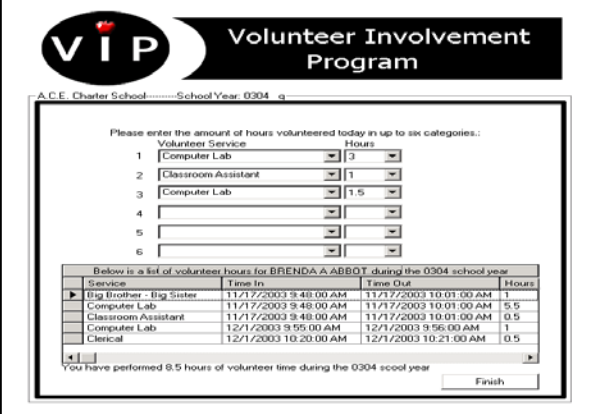


Volunteer's User Logon / Logout

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

Volunteer User Logon / Logout

Steps	Screen Displayed	Procedures
3		<p><u>To Select and Enter the Category of Volunteer Service:</u></p> <ul style="list-style-type: none"> • Click the Drop Down Arrow to the right of the Volunteer Service field • Use the Scroll Bar to the right of the selection menu to see more Category of Service options • Click the Category line to enter the Category <p><u>To Select and Enter the Number of Volunteer Hours:</u></p> <ul style="list-style-type: none"> • Click the Drop Down Arrow to the right of the Hours field • Use the Scroll Bar to the right of the selection menu to see more Hours of Service options • Click on the Hour line to enter the Number of Hours
4		<p>At the bottom of the screen a list of previously entered Categories / Hours with sign in and sign out times displays.</p> <ul style="list-style-type: none"> • Click the Finish button when all of your volunteer time for the day has been entered <p>A Personalized Sign Off Screen, with an Accumulated Number of Volunteer Hours displays.</p>