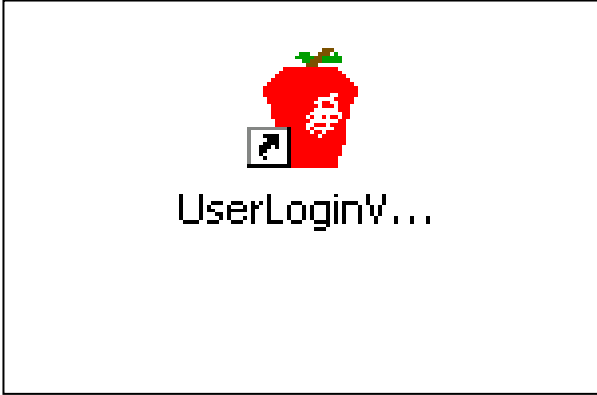
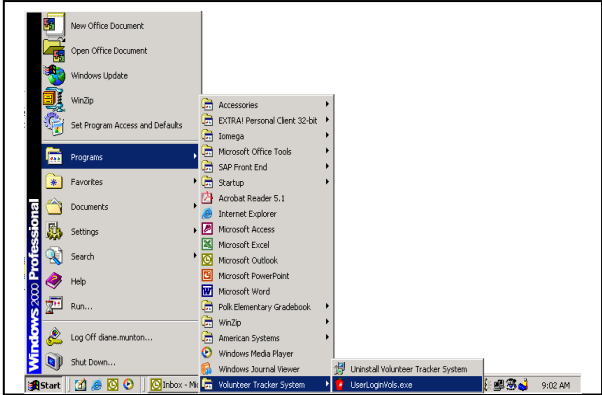
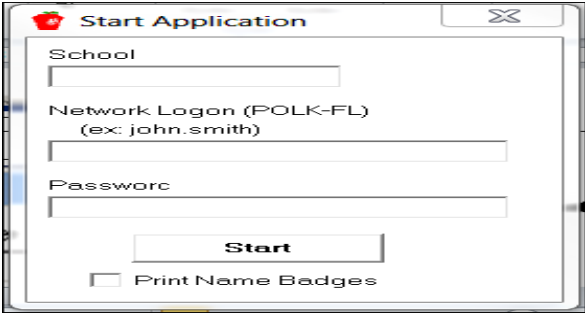
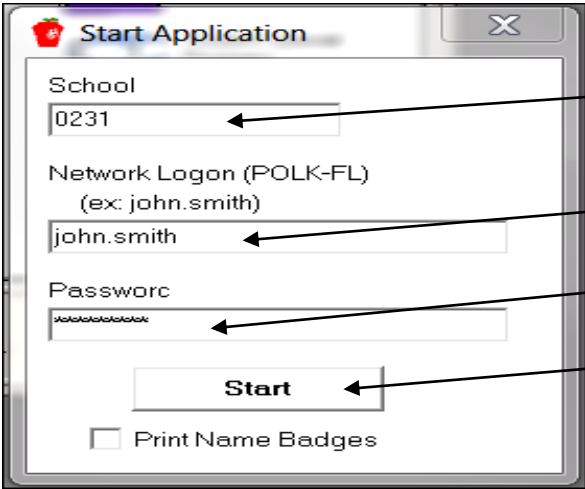
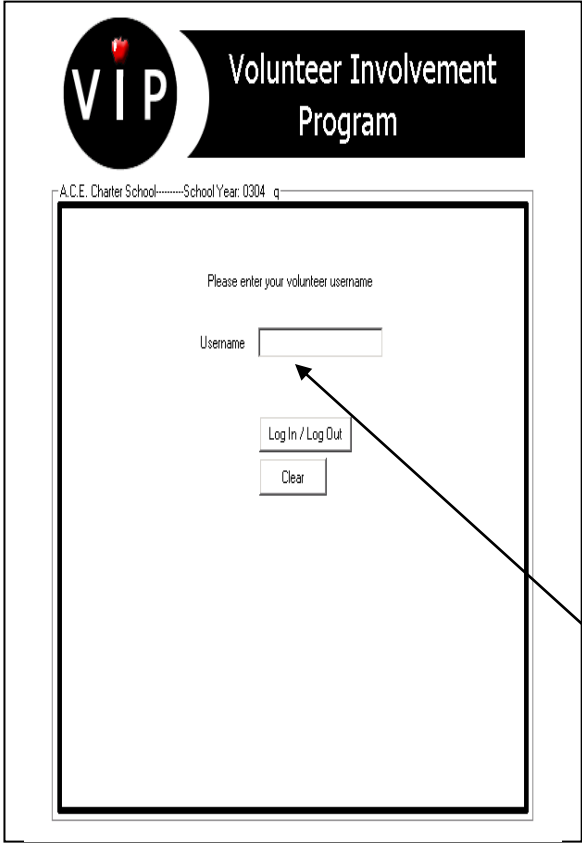


Volunteer Involvement Program School Employee Log In/ Log Out

Steps	Screen Displayed	Procedures
1	 	<p>There are two ways to access the User Login <u>Volunteer Involvement Program</u> Start Application.</p> <ul style="list-style-type: none"> • <i>Double click</i> the User Login icon located on the Desktop <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • <i>Click</i> Start • <i>Click</i> Programs • <i>Click</i> Volunteer Tracker System • <i>Click</i> UserLoginVols.exe
2	 	<p>The Start Application 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"> • <i>Type</i> your 4-digit school location number • <i>Press</i> Tab • <i>Type</i> your first.last name • <i>Press</i> Tab • <i>Type</i> your Password Email / Network • <i>Click</i> Start

Volunteer Involvement Program School Employee Log In/ Log Out

Steps	Screen Displayed	Procedures
3		<p>Volunteers will <i>enter</i> their Social Security number as a Username to Log-In from this screen.</p> <p>After they have entered their volunteer hours the system will return to this screen.</p> <p><u>To Exit the Volunteer Involvement Program System:</u></p> <ul style="list-style-type: none">• <i>Press</i> the space bar <p>An asterisk displays in the Username field</p> <ul style="list-style-type: none">• <i>Type</i> <u>EXIT (Must be Capitalized)</u> <p>The <u>Volunteer Involvement Program System</u> will disappear and return to the desktop.</p>