

# STUDENT USER GUIDE

# Go to Volunteeraccess.com



The image shows a screenshot of a web browser displaying the Volunteer Access website. The browser's address bar shows the URL [www.volunteeraccess.com](http://www.volunteeraccess.com). The website header features the "VA VOLUNTEER ACCESS" logo on the left and a red "SIGN IN" button on the right. The main content area is a large banner with a background of many diverse hands raised. A blue horizontal bar across the center of the banner contains the text "Get Serious about Community Service". Below this, another blue horizontal bar contains the text "Innovative Software for Impactful Programs".

Your time is valuable and so is your program. *Volunteer Access* gives you more of both.

## Please sign in

If you sign in with an email address you do not need to make a selection below.

Roger Jackson High

### User ID and password

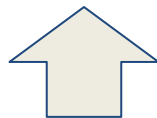
john.kissinger

.....

Remember me

[Forgot Password?](#)

Sign in



Enter the User ID and password for your Volunteer Access Account. This can be found on the Powerschool Credentials Section.



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STUDENT SERVICE HOURS



Summary	Organization	Location	Date	
Animal Rescue Volunteers Needed	<a href="#">Roger Jackson High</a>	Local Rescue Shelter	Saturdays	Volunteers needed! <a href="#">Sign me up</a>
Library Helper	<a href="#">Roger Jackson High</a>	Roger Jackson Public Library	Wednesdays	You're signed up <a href="#">Cancel sign-up</a> <a href="#">Claim Hours</a>
Annual SADD Raffle/Fundraiser	<a href="#">Roger Jackson High</a>	RJHS Cafeteria	April 14, 2016	You're signed up <a href="#">Cancel sign-up</a> <a href="#">Claim Hours</a>
RJHS Annual Spelling Bee	<a href="#">Roger Jackson High</a>	RJHS Auditorium	April 14, 2016	Volunteers needed! <a href="#">Sign me up</a>
Bake Sale Volunteers	<a href="#">Roger Jackson High</a>	RJHS Gym	April 21, 2016	Volunteers needed! <a href="#">Sign me up</a>
Donate Coats to Clothing Drive	<a href="#">Roger Jackson High</a>	Roger Jackson Fire Department	Sundays	Volunteers needed! <a href="#">Sign me up</a>
Roger Jackson Clean Up Day	<a href="#">Roger Jackson High</a>	Town Park	May 13, 2016	Volunteers needed! <a href="#">Sign me up</a>

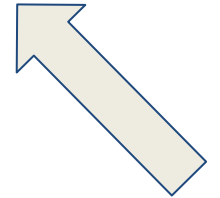
The *My Opportunities* page shows you events sponsored by your school and local organizations.



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Click the *Claim Service* button to send a community service claim.

**Was this service for a club, society, or other school group?** Yes No**Who did you perform the service for?****Describe your service****About when did you do this?**On/From  to **How much time did you spend doing this service?** hours and  minutes**Supervisor name****Supervisor email**

If the claim you are filling out is going toward your school's community service requirement, select *Community Service* as your service validator.



**Was this service for a club, society, or other school group?**

Yes

No

**Who did you perform the service for?**

Name of organization or person

**Describe your service**

**About when did you do this?**

On/From  to

**How much time did you spend doing this service?**

hours and  minutes

**Supervisor name**

Enter the name of the person who supervised your service

**Supervisor email**

Email address of supervisor

Submit

If the claim you are filling out is going towards a club, society, or other school group, choose the group the hours will be going towards.





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Service Event	Date	Organization	Service Time
I moderated a forum with at risk children at the Roosevelt community center in Jacksonville.	3/17/2016	Roger Jackson High	5.0 Hours
I volunteered for a few hours each day during the summer helping campers out with various activities...	7/12/2015	Roger Jackson High	40.0 Hours
Shoveling the Jacksonville Retirement Home Complex during the snow storm.	2/10/2016	Roger Jackson High	4.0 Hours
I volunteered to translate for diplomats in Manhattan during their annual assembly meeting.	3/23/2016	Roger Jackson High	10.0 Hours
Assisted in escorting veteran patients to their examination rooms.	3/24/2016	Roger Jackson High	3.0 Hours

The *Service Summary* section shows your community service history. 1 & 2 indicate your confirmed and pending hours.





My Opportunities

Browse Tasks

Profile

Claim Service

John



Service Summary

Pending Claims

Organizations Served

Groups Served

Description	Hours	Supervisor	Instructions	
I cleaned up the tables after the annual fundraiser. I also helped count and organize all the contributions from the fundraiser.	2.0	Tim Jenkins	Waiting for supervisor to confirm this service.	Remind
Participated in several group activities with the community center members and started a dialogue about drug abuse prevention.	5.0	Linda Smith	Supervisor has confirmed this service. Waiting for the school representative to validate it.	
I helped set up the annual Fight Against Leukemia fundraiser.	1.0	Debby Lin	Waiting for supervisor to confirm this service.	Remind
Planted flowers in front of the school and removed weeds from perimeter of campus.	1.0	Herald Downs	Waiting for supervisor to confirm this service.	Remind



The *Pending Claims* page will show you what claims are still being processed and verified. You can also remind the community service supervisor to confirm your service.



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- Edit User Profile
- Feedback
- Sign out

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Click *Edit User Profile* allows you to change the email address used to receive notifications.



[Back](#)

Edit User Profile

John



### User Information

Contact your school's Volunteer Access administrator for changes to your name or year of graduation.

**First Name**

John

**Last Name**

Kissinger

**Year of Graduation**

2018

**Notification Email**

johnkissinger@mailinator.com

[Update](#)

### Password

[Change Password](#)

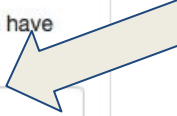
### Parent Notifications

If you wish, a parent or guardian can be notified via email when service you have performed is validated by your school.

**Parent's Email**

None

[Update](#)



You can also enter the email of your parent or guardian so they can receive notifications when your community service claims have been confirmed.