

Volunteers Count!

Computer Instructions

Sign In:

1. Click on "Daily Sign In" at the top of the welcome page
2. Click on Location (select a location)
3. Room Number is Optional
4. Enter your User ID (your last name and first initial - no spaces or punctuation)
5. Enter your password (last 4 digits of your social security #)
6. Click on "Sign In"

Sign Out:

1. Click on "Daily Sign In" at the top of the welcome page
2. Enter your User ID (your last name and first initial - no spaces or punctuation)
3. Enter your password (last 4 digits of your social security #)
4. Click on "Sign Out"
5. Select number of hours in the appropriate category, then click on "Click to Confirm" and register the hours. (If you don't click on "Submit" the hours won't register)
6. When finished entering hours, choose "Click here to complete"

Adding Hours After the Fact:

1. Go to "My Account", and select "Volunteer", and then enter your User ID (your last name and first initial - no spaces or punctuation)
2. Enter your password (last 4 digits of your social security #)
3. Go to My Hours, and then Add Hours go through the process of picking the school, the date you did your hours and the number of hours you completed.
4. Then click "Completed"
5. Also, be sure to verify that your student is part of your Volunteers Count Profile