

How to Navigate Volunteer Information Center (VIC)

1. Go to our website: <http://streetshope.org> and click on the **What We Do** tab and click on **Volunteer**. Or type in <http://streetshope.org/volunteer/>.
2. Scroll down past the application and click on:



3. Enter the log in credentials that you created in the application and click **Go**.
4. This enters you into Volunteer Information Center (VIC). On the home page you will see any News, Your Assignments (volunteer assignments you have signed up for or been assigned).
5. You can click on Check Your Schedule to see the Assignments you are scheduled for based on the current month. You can press **Prev Month** or **Next Month** to see past or future Assignments you have been scheduled for.
6. The top banner that says **Sign-Up!** Will show you openings for all your assignments or you can click the drop down to view a specific assignment. When there is an



opening in an assignment you will see _____ on the date. Once you click on the bubble you can see what the Assignment is.

For an example it will say: Schedule for **Monday, July 3, 2017**

Schedule

House Dinners & Activity [Description](#)



6:00 p to 7:30 p Open


1 volunteer still needed

Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here

7. You can click [Description](#) to read what the duties, qualifications, directions, minimum age, and how many hours a volunteer can serve up to.

8. If you would like to sign yourself up for this Assignment, click

Schedule me

9. The next screen will ask you to confirm. Once you do it will automatically sign you up.
10. If you need to remove yourself from an Assignment, click on the Assignment on the correct date. Click  the correct date. Click
11. It will bring you back to the calendar view. You can also access this window by clicking the **My Schedule** tab.
12. You can print this calendar by clicking **Printable view**.
13. If you click **Exit** anywhere on the site it will log you out of VIC.
14. To get back to the Home page click on the **Home** tab.
15. If you would like to track your own service hours you can click on the **Post your hours** button on the Home page or click the **Timesheet** tab.
16. You can track your hours one month previous to the date of today. Simply click the bubble for the date you served.
17. Choose the Assignment in the drop down. Then select how many hours and minutes you served. Then click Continue and confirm on the next page.
18. You can then click **Another** to enter another entry. Again to get back to the Home page click on the **Home** tab.
19. To view all the entries you have entered you can click on the **My Service History** tab.
20. Going back to the Home page, you can click on Check Messages where you can see New or Old Messages. You can also get to this page by clicking the **Mail** tab.
21. Also, on the home page you can view the volunteer assignments that Street's Hope offers. Under the heading Volunteer Assignments click the [Document Link](#) to open the document in a new window.
22. To edit your profile, click on the **My Profile** tab. Here you can update the information you entered on your application.
23. To change your password for your log in click on the **Account** tab. You will need to enter your current password then your new password.

If you come across any questions or concerns simply email:

volunteerinfo@streetshope.org or call 720-863-HOPE (4673) for the volunteer coordinator, Kaylee Kowalski's google voice line.