Volunteer.uc.edu Student Instructions

I. TO GET STARTED:
   a. Click on the "Medical Student Volunteers" link:
      i. Medical Student Volunteers:
         https://volunteer.uc.edu/user/groups/?group=%2BVnhovMhVZNW8JxJ4a
         hf2%2BT2Bu%2BHZTO8BWBmgdpaTpWSDHs8ipUhwEYvlyLhIguoA
         aX2ThF2ThGWCykauL1BjA%3D%3D
   b. Log in with your UC 6+2
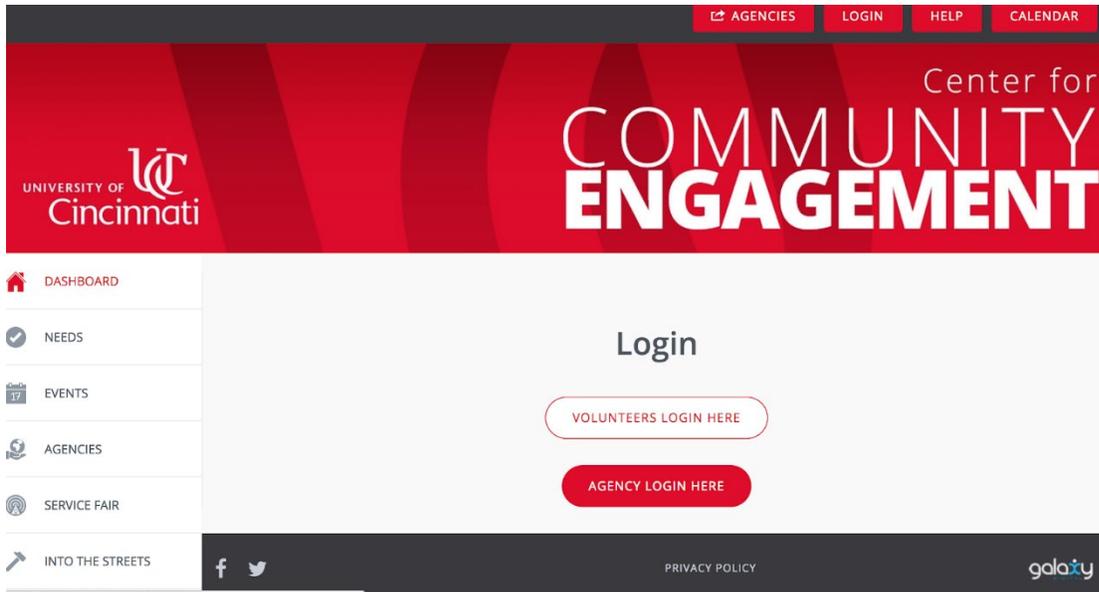
2. Now you are in the "medical student volunteers user group". This will allow you access into all of the opportunities open to UC medical students.
3. Click "VIEW NEEDS" to see all of the volunteer opportunities available to medical students

My User Groups

VIEW PROFILE   EDIT PROFILE   TRACK HOURS   VOLUNTEER SCHEDULE   QUALIFICATIONS

NEED RESPONSES   MY TEAMS   MY USER GROUPS   SLM USER GROUPS   INBOX

Click the "View needs" button to see the needs that are assigned to your user group. Click "View Report" to view your user group's volunteer report. To leave a user group, click the "X" in the Options column. See this article to learn more about user groups.

USER GROUP ⇕	TYPE ⇕	DATE CREATED ⇕	ASSIGNED NEEDS ⇕	REPORTING ⇕	OPTIONS ⇕
Medical Student Volunteers	SLM	Jun 20, 2018	VIEW NEEDS ↗	VIEW REPORT ↗	✕
SHOWING 1 TO 1 OF 1 ENTRIES				PREVIOUS	NEXT

II. TO SIGN UP: Click "VIEW DETAILS"
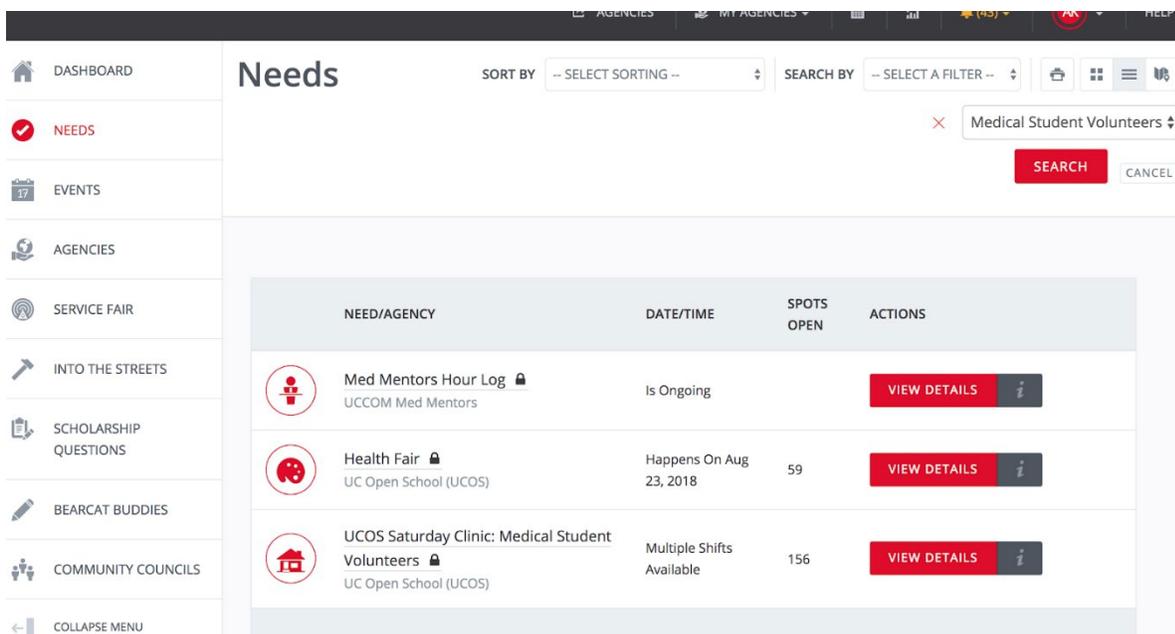
4. Next, click "RESPOND INDIVIDUALLY"

5. Finally, click "SUBMIT NEED RESPONSE"

6. You are now signed up for the event
7. You will receive an email confirmation with an invitation to make a Google Calendar event. You will also receive a reminder when your events gets near.

III. TO CANCEL:
   a. Click "NEED RESPONSES"
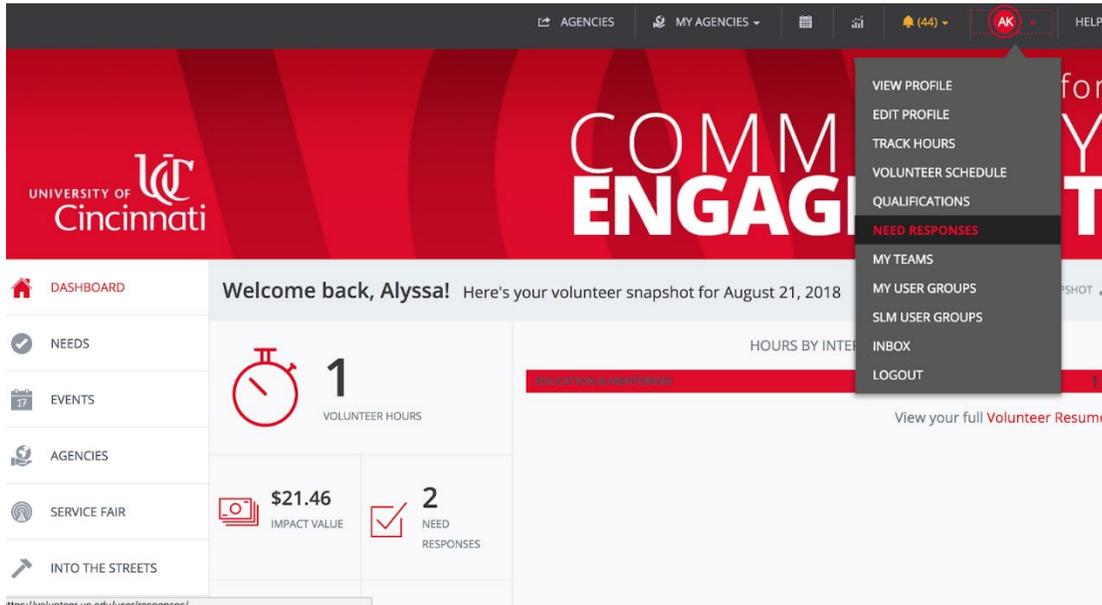
8. Next, click "Unregister" in the drop-down menu for the event you want to cancel
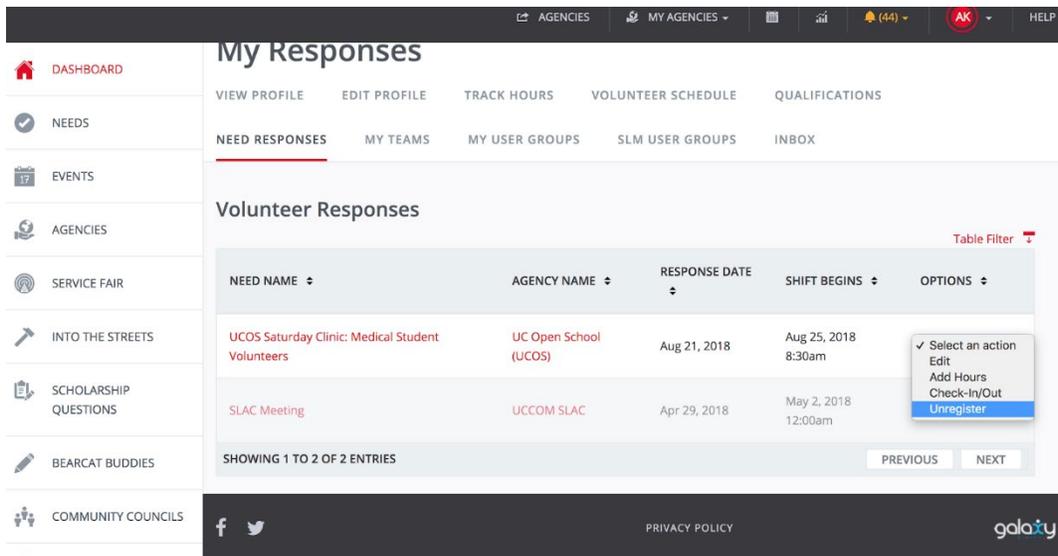
9. Alternatively, look back at your confirmation email, and click "Unregister from the need" at the bottom.

10. You will receive an email confirmation of your cancellation

IV. TO LOG VOLUNTEER HOURS: Select "Add Hours" in this same drop down menu

11. Logging hours is YOUR responsibility

b. The organization that you volunteer with will approve/deny your hours

V. TO VIEW YOUR SCHEDULE: Select "Volunteer Schedule"

12. Needs that you are signed up for will appear here (I am not signed up for anything in August)