Volunteer.uc.edu Student Instructions

- I. TO GET STARTED:
 - a. Click on the "Medical Student Volunteers" link:
 - i. Medical Student Volunteers: <u>https://volunteer.uc.edu/user/groups/?group=%2BVnhovMhVZNW8JxJ4a</u> <u>hf2%2BT2Bu%2BHZTO8BWBmgdpaTpWSDHs8ipUhwEYvlyLhIguoA</u> <u>aX2ThF2ThGWCykauL1BjA%3D%3D</u>
 - b. Log in with your UC 6+2

	L ² AGENCIES LOGIN HELP CALENDAR
	Center for
UNIVERSITY OF Cincinnati	COMMUNITY ENGAGEMENT
ASHBOARD	
NEEDS	Login
17 EVENTS	VOLUNTEERS LOGIN HERE
AGENCIES	
SERVICE FAIR	AGENCY LOGIN HERE
INTO THE STREETS	PRIVACY POLICY

- 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

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NEEDS	My User Gro	ups						
events	VIEW PROFILE EDIT PRO		RACK HOURS	VOLUNTEER SCHEDUL		UALIFICATIO	NS	
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SERVICE FAIR	volunteer report. To leave a u							
SERVICE FAIR				Options column. See thi	s article		about us	
NITO THE STREETS	volunteer report. To leave a u	ser group, c	lick the "X" in the (Options column. See thi	s article	to learn more	about use	er groups.
	volunteer report. To leave a u	ser group, c	lick the "X" in the (ASSIGNED NEED 	s article	REPORTING	about use	options ÷

II. TO SIGN UP: Click "VIEW DETAILS"

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17	EVENTS								SEARCH	1	CANCEL
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4. Next, click "RESPOND INDIVIDUALLY"

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<u></u> 17	EVENTS	(513) 421-2273					ank Street nati, OH 45:	214	
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	QUESTIONS					Google		M	ap data ©2018 Googi
	BEARCAT BUDDIES	Sep 1, 2018 @ 8:30am	3.50 hours	3 of 3	RESPOND INDIVIDUALLY				
÷ [†] †	COMMUNITY COUNCILS	Sep 8, 2018 @ 8:30am	3.50 hours	3 of 3	RESPOND INDIVIDUALLY				
∠∎	COLLAPSE MENU								

5. Finally, click "SUBMIT NEED RESPONSE"

		- Mai 25, 2015 @ 0.50am	- Mai 50, 2019 @ 0.50am	- Apr 0, 2019 @ 0.50am	
A DASH	HBOARD	🖉 Apr 13, 2019 @ 8:30am	Apr 20, 2019 @ 8:30am	Apr 27, 2019 @ 8:30am	
		May 4, 2019 @ 8:30am	May 11, 2019 @ 8:30am	May 18, 2019 @ 8:30am	
NEED	DS	May 25, 2019 @ 8:30am	🖉 Jun 1, 2019 @ 8:30am	🖉 Jun 8, 2019 @ 8:30am	
		Jun 15, 2019 @ 8:30am			
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- 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"

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NEEDS	π.	HO	URS BY INTER	INBOX	
17 EVENTS		COLCATION & MENTORING		LOGOUT View your full Volu	nteer Resume
AGENCIES					
SERVICE FAIR	\$21.46 2 IMPACT VALUE NEED				
INTO THE STREETS	RESPONSES				

8. Next, click "Unregister" in the drop-down menu for the event you want to cancel

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EVENTS					
AGENCIES	Volunteer Responses				Table Filter 😺
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QUESTIONS	SLAC Meeting	UCCOM SLAC	Apr 29, 2018	May 2, 2018 12:00am	Add Hours Check-In/Out Unregister
BEARCAT BUDDIES	SHOWING 1 TO 2 OF 2 ENTRIES			PRE	VIOUS NEXT
COMMUNITY COUNCILS	fyr		PRIVACY POLICY		galax
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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

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*	DASHBOARD	🐔 > My Profile > My	/ Responses							
		My Resp	onses							
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17	EVENTS	Q. How were you	impacted by this	volunteer experien	ce?*	Brief Des	scription			
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	SERVICE FAIR	Q. Who benefitte	d from your volun	teer service?*						
>	INTO THE STREETS	Community r Cincinnati	nembers outside c	f the University of						
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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

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EVENTS	NEED RESPONSES	MY TEAMS	MY USER GROUPS	SLM USE	R GROUPS IN	IBOX	
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NTO THE STREETS							
QUESTIONS							
BEARCAT BUDDIES							
COMMUNITY COUNCILS			21	22	23	24	25
COLLAPSE MENU	26	27	28	29	30	31	

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

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