

HOW DO I GET STARTED AS A NEW VOLUNTEER?

New Volunteer and Partner in Education Steps - *(First-time applicant)*

Before creating your account to "log-in"

Part One – Sign-up for an Opportunity for a Particular Location

1. **Search for an opportunity** with an OCPS school or department by clicking on "**Search Opportunities**" via <https://ocps.samaritan.com>.
2. Click on **Volunteers**
3. Search for a school or department.
4. If this is your first-time registering for an opportunity - Select an Opportunity.
 - a. Sign-up for the opportunity called "**Become an ADDitions School Volunteer**".
 - b. Click "**Sign-up**"

Part Two - Create a New Volunteer Account

1. After signing-up for the opportunity you will be prompted to **create your profile** from the Log-in page. To begin, click "Create a New Account".
2. Once you submit your application you will receive a "**Thank you**" email.
3. Check your **Activity Status**: New applicant status should be "**Pending**" / "**Requires Pending**" – application is being processed.
4. Confirm the opportunity you signed up for is in your dashboard by going to the "**My Request**" link. Your opportunity should be listed.
5. Upon district review the school/department coordinator will place you in the opportunity. To confirm opportunity placement go to the "**My Placement**" link within your dashboard and/or look for a placement email from the OCPS Samaritan system.
6. Sign-up for a second opportunity if the school has a specific opportunities posted by clicking on "Search Opportunities". (repeat steps 1-3 of Part One)