

(Previous applicant)

Part One – Retrieve Username and Password

1. Select Previously Registered ADDitions School volunteer via ocps.samaritan.com



2. Click on **Click Here** to access the initial login lookup page.

3. Enter the Last 4 Digits of SSN in the **OCPS Username** text box.
4. Enter Date of Birth using format MMDDYY in the **OCPS Password** text box.
5. Click on “Search.”
6. Write down the system generated username and password.

Part Two – Login to Account

1. Click on the “Proceed to Samaritan Login” button. (note: the site is ocps.samaritan.com)
2. Enter your username and password on the appropriate fields then click on Log in
3. Change your password (*note: Password must be at least 8 characters and must contain at least one number*)

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Part Three – Update Safety Questions

1. Click on **“Click Here to Update safety questions” link.**

NOTE: Safety questions must be updated.

[Click Here to update your safety questions](#)

2. Read the Modal Message, then click on **“Continue”** to begin the application update process.

Read all information below before Updating or Editing your Profile

- (1) Complete the Update Safety questions, if prompted.
- (2) Complete the Original Safety questions, if prompted.
- (3) Go to Tab 1 to begin updating all tabs (1-16) by using the "Next" button.
- (4) Upon completion of Tab 16, click "Submit" to submit your registration. If "Submit" is not clicked at the end of Tab 16 your application will not go through for processing.
- (5) Your application Status is located on your dashboard below your image.

Important -To be attached to a school, you must go to "Search Opportunities" in the menu area within your dashboard to sign-up for the opportunity called:

- "Become an ADDitions School Volunteer" or
- "Become a Partner in Education"

If you are having problems with your submission, please email ocpsvolunteerhelp@ocps.net or ocpspartnerhelp@ocps.net.

Continue

Part Four- Search and sign up for an Opportunity

1. Click on “Search Opportunities and then “Volunteers.”
2. Enter the School name in the search by school box. **(note: the search box is setup for predictive text which means the school name will display once you begin to type)**
3. Click on “Search.”
4. Select the **“*Become an ADDitions School Volunteer...”** by clicking on **“View Details.”**
5. Click on Sign Up.

Your school Additions Coordinator will receive an email letting them know you have signed up for this opportunity. They will need to place or confirm you on their end before you can go into the school to volunteer. You can determine if you have been placed by reviewing the My Placement link on the top of your dashboard.