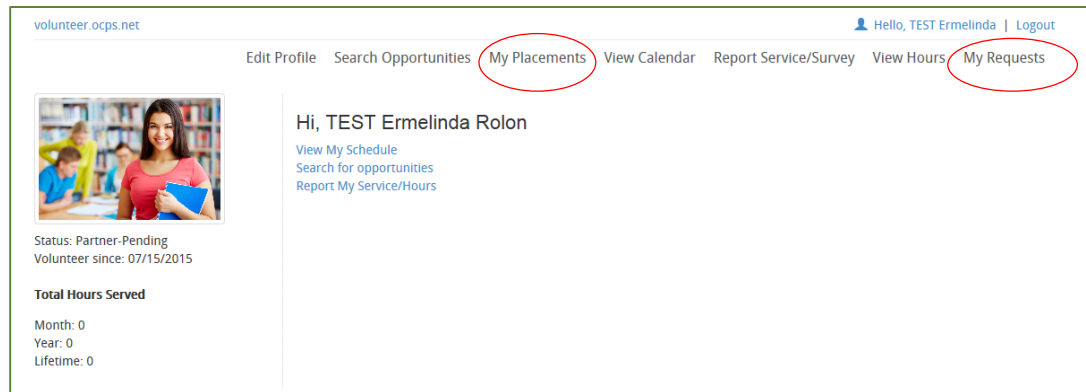


## HOW DO I KNOW IF MY REQUEST IS COMPLETE?

### *Check your Volunteer Dashboard.*

- Upon registration applicants are automatically taken to their Volunteer Dashboard.
- Volunteers can also Log-in at <https://ocps.samaritan.com> to get to their dashboard.



1. Click on **My Requests** to view the opportunities you have selected. (If you do not see any opportunities listed under My Requests, be sure to sign-up annually for the opportunity titled: "**Become an ADDitions School Volunteer** with "ABC" School Name or "**Become a Partner in Education** with "ABC" School Name. Every school site and department with volunteer or partner activities have this opportunity listed in the eRecruiter online system.
2. Click on **My Placements** to view the opportunities you have been placed in. Although you have signed up for an opportunity, **the ADDitions school coordinator will need to place you into the opportunity.** If your opportunity is not listed under "My Placement", then check My Request for the listing. **Which means you have not yet been placed.**