

What do I need to do to get started?

- Time - These forms take approximately 5 to 15 minutes to complete
- Personal Identification Number (Government ID Number)
- A photo of YOU! Be prepared to upload your photo. (When you arrive on campus, you will be requested to provide a valid ID for verification)
- **Be prepared to disclose all criminal history to avoid disqualification.**

Starting from the HOMEPAGE



Step 1. Click on either button: " [Volunteers](#) " or " [Organizations](#) "; you may also click on " [Search](#) " in menu at the top right of the page.

Step 2. Click " [Volunteers](#) " (if you're an individual wanting to volunteer) or Click " [Partners](#) " - The Partners in Education button/icon is for the **company or organization contact person only**. This individual has been assigned by the employer to register the company to be a Partner in Education with Orange County Public Schools.

*Note: Partners in Education employees must register using the "Volunteers" button/icon on the left. If you would like for your company to be recognized for your volunteer participation, **include your company's name in the Volunteer application** under *Employer*.*

Step 3. [Search for your chosen school](#). The search by school name is predictive text, so you just need to type in the first few letters and then select the one you want from the options that appear. Then click the blue "Search" button.

Step 4. Scroll through the Opportunities listed for your chosen school. If you want more information about one, click "View Details." Once you've decided to participate, click the "Sign Up" button.

- Volunteers: if this is your first time registering for the school year, **sign-up for the opportunity called "Become an ADDitions School Volunteer"**.
- Partners: if this is your first time registering for the school year, **sign-up for the opportunity called "Become a Partner in Education"**.

Step 5. After you've clicked " [Sign Up](#) " for an opportunity, you will be prompted to either login or create your profile. Use the "Forgot Password" feature if needed.

- You may then be prompted to [fill out your Volunteer or Partner Profile](#) and [answer the safety questions](#).
- At any time throughout the school year, you can change your User ID or Password if you wish by clicking "Edit Profile" from your dashboard.

Step 6. Click "Search Opportunities" again and sign up for another Opportunity at the same school or at any other school at which you'd like to volunteer. Check back often, as schools will update their Opportunities throughout the school year.

Please note: Signing up for an Opportunity does not automatically give you permission to participate, your school Coordinator will need to confirm you for any opportunity at your chosen school.