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. (Optional)
    Important - 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.**
- Review the **Volunteer Eligibility Statement** before registering to be a volunteer or partner.

Directions from the eRecruiter Homepage

Step 1. Click on either icon: "   or   ; you may also click on "**Search**" in menu at the top right of the page.

- "Volunteers" (if you're an individual wanting to volunteer)
- "Partners" - The Partners in Education 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*.

Opportunity Type

☑ Volunteers
☐ Partners

Program   +

School

Search School ▾

☑ ACCELERATION ACADEMY WEST
☐ ACCELERATION EAST
☐ ACCESS CHARTER MIDDLE AND HIGH

Step 2. Verify the correct "**Opportunity Type**" is selected: Volunteers or Partners. Only one opportunity type should be selected.

Step 3. Search Opportunity by Program, School, Keywords or Location.

Example: Search for your chosen school. The search by school name is predictive text, so type in the first few letters and then select the one you want from the options that appear. Then look to right menu to click the preferred opportunity.

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

If this is your first-time registering this school year, sign-up for the following opportunity called:

> **Volunteers:** "#1 - Become an ADDitions School Volunteer"
> **Partners:** "#1 - Become a Partner in Education"

Displaying 2 of 1183 total opportunities.

#1 - Become an ADDitions School Volunteer 2021-22 with ACCELERATION ACADEMY WEST

ACCELERATION ACADEMY WEST

Opportunity available: **07/01/2021 - 06/30/2022**
Click "more details" for description.

more details

Step 5. After you've clicked "Sign Up" for an opportunity, you will be prompted to either "**Login**" or create your profile by clicking "**New Volunteer**".

- You may then be prompted to fill out your Volunteer or Partner Profile and answer the series questions, including criminal history questions.

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.

What if I want to sign up for more than one opportunity?

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.

Forgot/Reset Password or Username

If you have forgotten your Volunteer User ID or Password. Use the "Forgot Password or Username" feature to reset your profile login information.
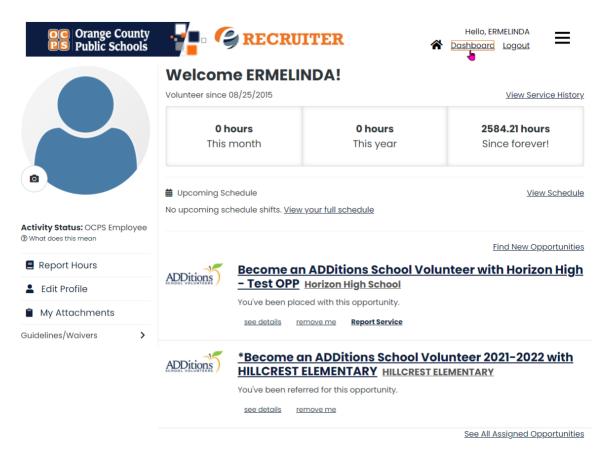
At any time throughout the school year, you can change your User ID or Password if you wish by clicking "Edit Profile" from your dashboard.

How Do I Know If I Am Eligible to Volunteer?

Within your Volunteer Profile Dashboard, in the left column; under the photo image, review the "**Activity Status**". For activity status definitions, click on the link titled, "**What does this mean**".

How Do I Know If My Request or Placement Is Completed?

The **opportunity** you selected will be **displayed within your Volunteer Profile Dashboard**. You will see the description, "You've been referred for this opportunity" or "You've been placed with this opportunity". Referred indicates you registered for the opportunity. Placed indicates the school has assigned you to the opportunity based on eligibility and slot availability.

What if my school says they can't find my profile or don't see my application?

Typically, this means that while you may have updated your ADDitions profile, **you missed the step** where you **sign up for a particular Opportunity** at your chosen school.

Here are the steps for searching and signing up for an Opportunity:
First, make sure you are **logged in eRecruiter at https://ocps.samaritan.com.**

Select Opportunity Type **> "Volunteers" or Partners" > Enter School Name,** then check the box next to the school's name **>** within the right column, **search and select the volunteer or partner opportunity >** Click **"Sign-Up".**

I Can't Login to the Sign-in Station?

- **If you have not been <u>placed</u> in the opportunity** by the school's ADDitions coordinator, you will not be able to login to the sign-in station or log volunteer hours.
- The sign in station will only allow you to sign in and sign out. It will not allow you to reset your password.

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