ADDITIONS VOLUNTEER SIGN-UP PROCESS

In order to volunteer at any school in Orange county, you **must** create your ADDitions account and familiarize yourself with your user Dashboard. Below are step-by-step instructions for setting up your account, as well as information on how volunteer opportunities will be posted.

If you run into any issues, contact:

Orlando Science Elementary School:	Mrs. Monahan	Monahan@orlandoscience.org	407.299.6595 ext. 117
Community Resources at OCPS:	Help Desk	OCPSVolunteerhelp@ocps.net	407.317.3200

This process MUST be completed and followed in order to volunteer in any capacity. No exceptions.

HOW TO SET UP YOUR ADDITIONS ACCOUNT (Sections for Existing OR New Volunteer)

NEW VOLUNTEER

If you have NOT completed the ADDitions process in the past, please follow the steps below to create your account.

1. Go to ocps.samaritan.com
2. Click on the orange "Log in" button
3. Click "Create a New Account"
4. A Pop-up Window will appear
    a. Click "Search for Opportunities"
5. Click the orange "Volunteers" button
6. In the grey "Search By Schools" box, type in *Orlando Science Elementary Charter*
7. Click the blue "Search" button
8. Look for the ADDitions logo for the Opportunity titled, "Become an ADDitions School Volunteer with Orlando Science Elementary Charter"
9. Click the blue "View Details" box
10. Familiarize yourself with the layout of Opportunities
    a. **Description**: This includes a brief overview of the Opportunity you selected as well as the Dates of the Activity
    b. **Location**: This tab includes the specific Location of the Opportunity and an additional Location Description, if provided
    c. **Contact**: This tab provides the contact information of the person coordinating the Opportunity

    d. **Availability**: This tab will again show the Activity Dates as well as the number of Volunteers needed next to the Availability field. If no number is listed, there is no limit to the number of Volunteers needed
    e. Sign Up: This button appears below the Opportunity image on the left.
        i. If you are interested in signing up for an Opportunity, click the blue "Sign up" button
        ii. **By clicking Sign Up you are **NOT** automatically approved to volunteer for that event. You have merely REQUESTED to be a volunteer. Once you have been approved, you will receive an email notification that you have been PLACED as a volunteer for that opportunity.**
    f. Social Media: Under the Sign Up button you will see options to "Bookmark and Share|Print" the Opportunity.
        i. Bookmark and Share will allow you to post the Opportunity on your Facebook page, Twitter

account, email to friends/family, etc.

11. If you haven't already, click Sign Up
12. Click "Create a New Account"
13. Take a moment to review the
    a. ADDitions School Volunteer Guidelines
    b. OCPS Code of Ethics
    c. Bullying and Harassment Policy
    d. OCPS Abuse Policy
    e. Workers' Compensation Guidelines
14. Click the box next to "I Agree" once you have reviewed the content for each document
15. Click Next
16. **CREATE LOGIN**: Choose a User ID and Password that you will easily remember
    a. ***You will use this ID and Password every time you volunteer at the school.***
17. Click Next
18. **IDENTIFICATION**: Input the necessary information.
19. Click Next
20. **LANGUAGES**: Input information as necessary.
21. Click Next
22. **CONTACT INFORMATION**: Input the necessary information.
23. Click next
24. **ADDRESS INFORMATION:** Input the necessary information.
    a. You may click on the Alternate/Mailing Address and Employer Address tabs and update your information as necessary
25. Click Next
26. **STUDENT INFORMATION:** If you have students who attend an OCPS school, click "+ Add Student"
    a. Enter student Information
    b. If you have additional students, Click "+Add Student" to add each one
27. Click Next
28. **EMPLOYMENT INFORMATION**: Input information as necessary
29. Click Next
30. **IDENTIFICATION INFORMATION**: Input information as necessary.

a. **This will be the ONLY time you will be asked to provide your full SSN. It is required for any background checks by the county.**
b. If you do NOT have a SSN, you will have the option of inputting a State ID Number or I-94/CBP US Visa ID#

31. Click Next
32. **SAFETY QUESTIONS**: ***Answer each question carefully!! You will not be able to return to change your answers once you click ahead.***
    a. Click Begin Safety Questions
    b. A group of Safety Questions will appear, answer them then click Next directly under the questions – NOT the Next button you have been clicking at the bottom of the screen
33. Once all the Safety Questions have been answered, Click the Next at the bottom of the screen to advance
34. **HEALTH QUESTION**: Answer and input information as necessary
35. Click Next
36. **MENTORING**: Answer and input information as necessary
37. Click Next
38. **ADD A PROFILE PHOTO**: Choose a profile photo for your account
    a. **This is REQUIRED – if you do not put a photo of **yourself** up at this time, one will be taken of you when you arrive at the school to volunteer for your first Opportunity.**
39. Click Next
40. Click SUBMIT APPLICATION
41. **LOG IN TO YOUR ACCOUNT AGAIN AFTER AT LEAST 24-48 HOURS TO CHECK YOUR STATUS**
    a. Your status is located under your profile photo.
    b. Click "Search Opportunities" from your Dashboard to find, and sign up for, upcoming Volunteer Opportunities at the school.

EXISTING VOLUNTEER

If you completed the ADDitions process last year, you should already be in the system. Please follow the steps below to update your account. *ADDitions accounts must be updated annually.*

1. Go to ocps.smamaritan.com
2. Click the orange "Log in" button
3. Input your User ID and Password
   a. If you have forgotten your Password you can click "Forgot password" to be sent a reset link.
   b. If you have forgotten your User ID, email the school's ADDitions Coordinator listed on the first page of this document.
4. From your Dashboard you will be prompted to re-answer some Security Questions.
   a. If you are not prompted to answer Security Questions, click on "Edit Profile" at the top of the Dashboard and click through your Profile to make sure all information is correct and filled in then click the green "Submit" button.
5. **LOG IN TO YOUR ACCOUNT AGAIN AFTER AT LEAST 24-48 HOURS TO CHECK YOUR STATUS**
   a. Your status is located under your profile photo.
   b. Click "Search Opportunities" from your Dashboard to find, and sign up for, upcoming Volunteer Opportunities at the school.
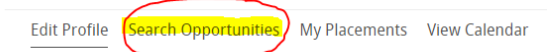
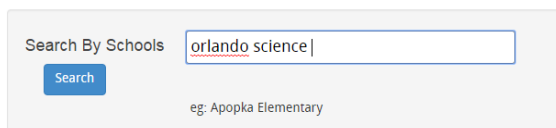## SIGNING UP FOR OPPORTUNITIES

1. Log on to your ADDitions account: www.volunteers.ocps.net

   New
   Volunteer and Partner Online Registration
   OPEN NOW!

   School Volunteers and Partners in Education can start signing up for Opportunities at schools today!

   CLICK HERE

   Thank you for your patience and thank you for volunteering with OCPS.

   Log in

2. Click "Search Opportunities" at the top of your account Dashboard
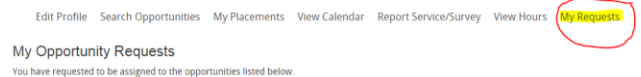
   Edit Profile   Search Opportunities   My Placements   View Calendar

3. Select "Volunteers"
4. Enter the name of the school at which you are interested in volunteering and click "Search"

   Search By Schools   orlando science|
   Search
   eg: Apopka Elementary

5. A list of available volunteer opportunities will appear. If you see one you would like to volunteer for, click "View Details."
6. Review the tabs in the opportunity for additional information then click "Sign Up"
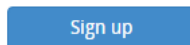
   Sign up

7. **IMPORTANT** By clicking "Sign Up" for an opportunity, **you are not automatically approved** to volunteer for that event. You have been *REFERED* and will be able to see you have requested to participate from the "My Requests" section at the top of your Dashboard.

   Edit Profile   Search Opportunities   My Placements   View Calendar   Report Service/Survey   View Hours   My Requests

   My Opportunity Requests
   You have requested to be assigned to the opportunities listed below.

   *Become an ADDitions School Volunteer with Orlando Science Middle-High Charter   View Details

   a. Once your account has been reviewed and you have been approved to volunteer for an opportunity, you will be *PLACED* and will be able to see it in your "My Placements" section at the top of your Dashboard.
   b. As long as the opportunity is showing in your "My Placements," you are *confirmed* and authorized to volunteer for that event.
8. When you arrive at the school to volunteer for your approved opportunity, please check in at the front office to **sign in** and receive your **name badge**.
   a. The Volunteer Recognition program is based on hours logged during the school year. Please contact us with any questions on how to log hours for opportunities that don't take place on campus