

Tip Sheet for volunteers logging into the WSU volunteer data base (5/12/2016)

- The first time you log into the WSU volunteer database, use your email address for your username and *password!* for the password. Here is the link to the WSU volunteer database:
<http://ext.wsu.edu/volunteers/logon.aspx>

The screenshot shows the WSU Volunteer Database login page. At the top, there are navigation links: A-Z Index, Campuses, myWSU, WSU Search, and WSU Home. The WSU logo is on the left. The main heading is "WSU Volunteer Database". Below the heading, there are links for Home and Logout. A red banner displays the text: "In 2016, 1879 volunteers reported 33,679 hours. Thank you, Volunteers!". On the left side, there is a vertical menu with options: WSU Extension, Home, Volunteers, Personal Information, Change Password, and Why Report Hours. The main content area has a "Log In" section with fields for "User Name:" and "Password:", and a "Log In" button. Below this is a link for "forgot password". There is also a section for "WSU NetID Logon" with a "WSU NetID Logon" button. At the bottom, there is contact information for WSU Extension and a copyright notice for 2016.

- Once logged in you will see the following screen:

The screenshot shows the WSU Volunteer Database home page after login. The WSU logo is on the left. The main heading is "WSU Volunteer Database". Below the heading, there are links for Home and Logout. A red banner displays the text: "In 2016, 1879 volunteers reported 33,669 hours. Thank you, Volunteers!". On the left side, there is a vertical menu with options: WSU Extension, Home, Volunteers, Personal Information, Change Password, and Why Report Hours. The main content area shows "Logged on as: streamsteward". Below this, there is a message: "Volunteers: to use the system, choose the 'Volunteers' menu item on the left." There is a table titled "Your WSU Volunteer Authorizations" with columns: County/Dept, Program, Active, and Authorization. The table has one row: Kitsap, Stream Stewards, Yes, volunteer. Below the table, there is a message: "You should have an ACTIVE entry for each program in which you volunteer. If the list of your programs is not correct, please contact your program coordinator." There is a note in a red box: "Note: if you are a Beach Naturalist, you will see Beach Naturalist under Program." At the bottom, there is contact information for WSU Extension and a copyright notice for 2016.

County/Dept	Program	Active	Authorization
Kitsap	Stream Stewards	Yes	volunteer

- Click on Volunteers to make changes to your personal information, report hours, review hours, etc.
- Once you select Volunteers, you will see the following screen:

Logged on as: streamsteward

WSU Extension

Home

Volunteers

Enter Activity
View/Edit Activity
Program Supervisor
Report - My Hours
MG - Hours
Report - State

Personal Information

Change Password

Why Report Hours?

Volunteers: select from the follow menu items on the left to use the WSU Volunteer System.

Menu Item	Task
Enter Activity	Record new volunteer activity by program, category, and date.
View/Edit Activity	Modify or delete volunteer activities that you entered earlier.
Program Supervisor	Check and possibly change the person entered as your program supervisor.
Report	Take a quick look at the data you've entered for the specific time period you select.
Personal Information	Revise the your personal information (e.g. email, address).
Change Password	Change your password.

- Click on Personal Information to complete or make changes to the data fields.

In 2016, 1879 volunteers reported 33,656 hours.
Thank you, Volunteers!

WSU Extension

Home

Volunteers

Personal Information

Change Password

Why Report Hours

Logged on as: streamsteward

First Name

First Name is required.

Last Name

Last Name is required.

Middle Name

Address

Address is required.

City

City is required.

State

ZIP

ZIP is required.

Phone

(XXX) XXX-XXXX

Primary Volunteer County

Email

Save

You must enter a valid email address or "None".

User Name

Change User Name