



**MILWAUKEE
PUBLIC SCHOOLS**

VicNet 101

Volunteer Quick Guide

**Department of Strategic
Partnerships & Customer Service**

Overview

VicNet is a volunteer tracking system that help you as an MPS volunteer track your volunteer hours, update your personal contact information and receive communications informing you of volunteer opportunities at your volunteer site.

In this guide, you will learn how to:

- Create a VicNet account
- Learn how to check your volunteer application status
- Learn how to track your volunteer hours
- Learn how to update your volunteer profile (i.e. phone number, address etc.)

How to Create a VicNet Account

Step 1: Go to the VicNet login page by clicking the link below:

<https://www.volgistics.com/ex2/vicnet.dll/?from=307232>

Step 2: Enter your full email address in the “**Login name**” box. (Email address must be the same email address you included on your volunteer application. If you have forgotten the email you used on your application, please call 414-773-9823 for assistance.)

Step 3: Click the “**Need a password**” button to create a password for your account. Follow the instructions on the email sent to you to complete your VicNet account creation.

How to Check Your Volunteer Application Status

Step 1: Login to VicNet and click on the “**My Profile**” tab.

Step 2: Under the “Contact Information” section, a date will be listed next to “**Background Check Approved Date**” if you have been approved. If a date is not listed, your application is either pending for approval or you have not been approved to volunteer.

Note: Volunteers are notified of their volunteer approval by email. If a volunteer has not been approved, volunteers will receive an email of this notification and a letter in the mail.

How to Log Your Volunteer Hours

Step 1: Login into your VicNet account and click on the “**Time Sheet**” tab.

Step 2: Select the date and time you are entering hours for. Click the “**Continue**” button once complete.

To view a complete service history of your logged hours, click on the “**My Service History**” tab.

The screenshot shows the 'Volunteer Information for test test test' page. At the top, there are navigation tabs: Home, Mail, My Profile, My Service History, Time Sheet, and Account. Below the tabs, there are instructions: 'To post your hours, enter your service information in the Time Sheet box and then click on the "Save" button.' The 'Time Sheet' section contains a form with the following fields: 'What was the date of your service?' (dropdown menu showing August 07, 2010), 'What times did you serve?' (dropdown menus for start and end times, both set to 00:00 am), and a green 'Continue' button. Below the form, there is a section for 'Your recent service entries:' with a 'None' entry and an 'Exit' button.

Note: All Milwaukee Public Schools buildings require visitors to check-in to the school office upon their arrival. Volunteers must sign the visitor log book when they are serving in the schools. Logging your volunteer hours in VicNet does not replace signing in to the school's visitor log book.

How to Update Your Volunteer Profile

Step 1: Click on the “**My Profile**” tab. Scroll to the area of the profile that you would like to update. Once you have made your changes, click the “**Save**” button.

Note: Please note that all information in your Profile will be used for processing a background screening when your application is up for renewal.

The screenshot shows the 'Volunteer Information for test test test' page with the 'My Profile' tab selected. Below the navigation tabs, there are instructions: 'The following information is currently on file in your volunteer record. To update your records, enter your new information in the spaces provided. Click any of the "Save" buttons to save your changes or additions.' The 'Contact Information' section contains the following fields: 'First name/Name' (text), 'Last name/Surname' (text), 'Street 1/Address' (text), 'Street 2/Calle 2' (text), 'Street 3/Calle 3' (text), 'City/Ciudad' (text), 'State/Estado' (dropdown menu showing WI), 'Zip/Codigo Postal' (text), 'Primary Telephone or cell phone' (text), 'Other/Telefono phone' (text), 'Background Check' (checkbox), and 'Approved Date' (text). Below the form, there is a green 'Save' button. The 'Demographics' section contains the following fields: 'Date of Birth' (text), 'Sex' (dropdown menu showing M), 'Year' (dropdown menu showing 1927), 'Gender/Genero' (dropdown menu showing Female), and 'Affiliation/Afiliación' (dropdown menu showing Christian).

Questions

Volunteers needing assistance with VicNet should contact the Volunteer Services Associate at 414-773-9823.