

Volunteer.uc.edu Student Instructions

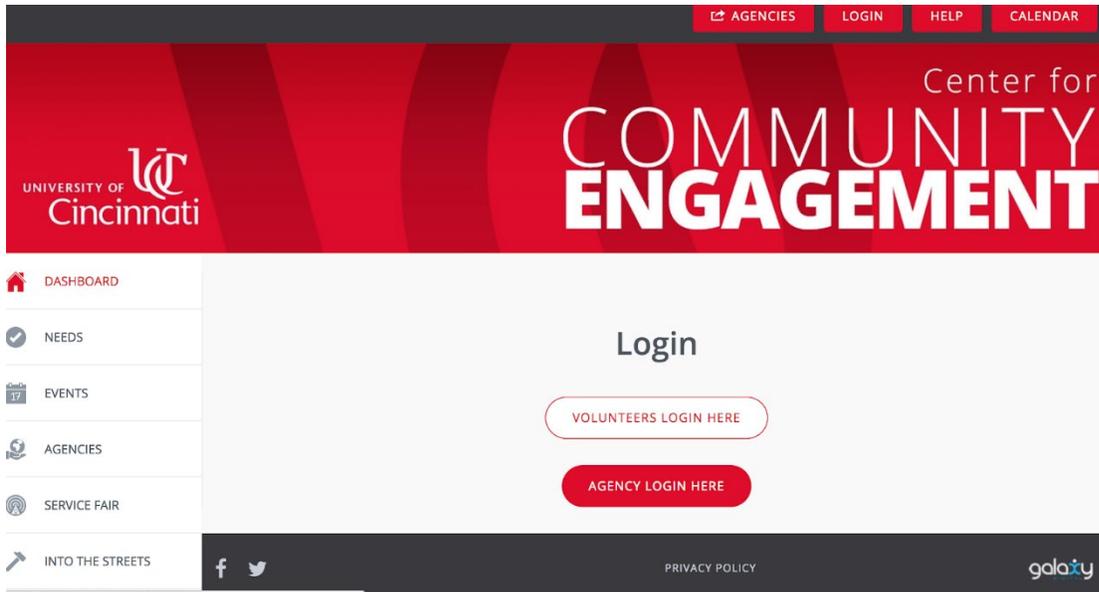
I. TO GET STARTED:

a. Click on the “Medical Student Volunteers” link:

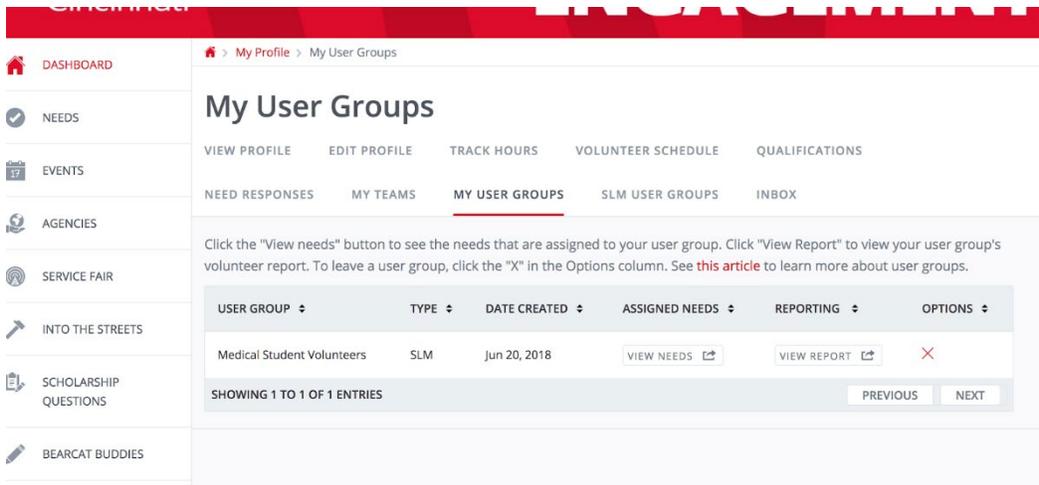
i. Medical Student Volunteers:

<https://volunteer.uc.edu/user/groups/?group=%2BVnhovMhVZNW8JxJ4ahf2%2BT2Bu%2BHZTO8BWBmgdpaTpWSDHs8ipUhwEYvlyLhIguoAaX2ThF2ThGWCykauL1BjA%3D%3D>

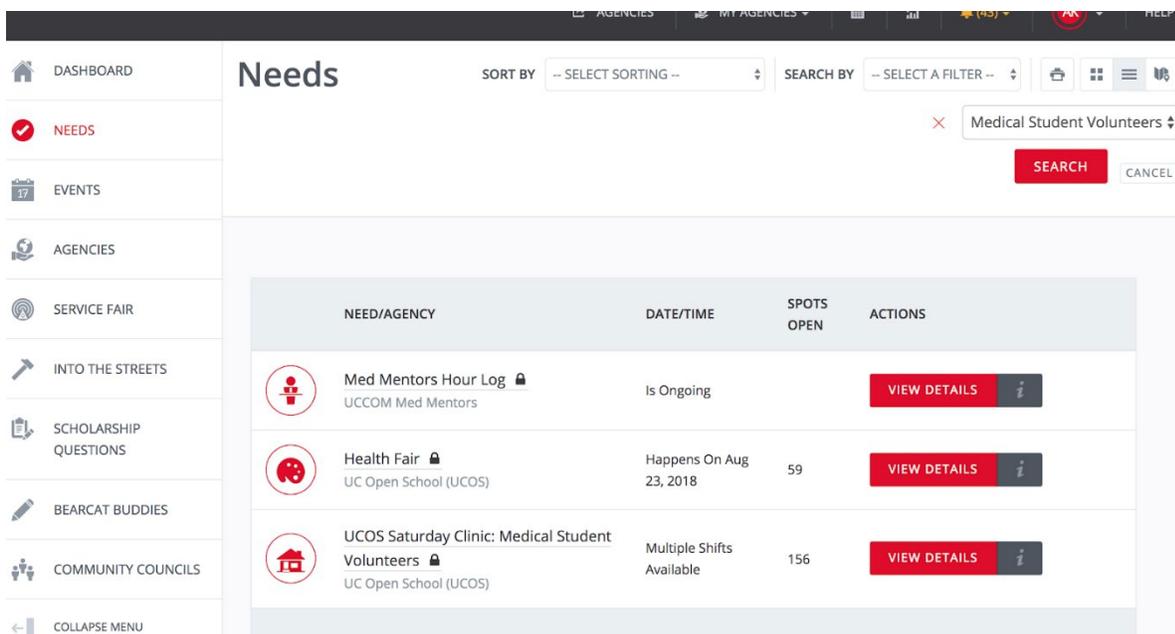
b. Log in with your UC 6+2



2. Now you are in the “medical student volunteers user group”. This will allow you access into all of the opportunities open to UC medical students.
3. Click “VIEW NEEDS” to see all of the volunteer opportunities available to medical students



II. TO SIGN UP: Click “VIEW DETAILS”



4. Next, click “RESPOND INDIVIDUALLY”

To prepare for your experience, please check out the Document page on our website: <https://ucopenschool.weebly.com/>. Our address is as follows:

St. Vincent de Paul
1125 Bank St.
(513) 421-2273

Shifts RESPOND TO MULTIPLE

| BEGINS | DURATION | OPEN SPOTS | RESPOND |
|-----------------------|------------|------------|-----------------------------------|
| Aug 25, 2018 @ 8:30am | 3.50 hours | 3 of 3 | RESPOND INDIVIDUALLY |
| Sep 1, 2018 @ 8:30am | 3.50 hours | 3 of 3 | RESPOND INDIVIDUALLY |
| Sep 8, 2018 @ 8:30am | 3.50 hours | 3 of 3 | RESPOND INDIVIDUALLY |

Location
 1125 Bank Street
 Cincinnati, OH 45214

5. Finally, click “SUBMIT NEED RESPONSE”

Apr 13, 2019 @ 8:30am
 Apr 20, 2019 @ 8:30am
 Apr 27, 2019 @ 8:30am

May 4, 2019 @ 8:30am
 May 11, 2019 @ 8:30am
 May 18, 2019 @ 8:30am

May 25, 2019 @ 8:30am
 Jun 1, 2019 @ 8:30am
 Jun 8, 2019 @ 8:30am

Jun 15, 2019 @ 8:30am

Additional Volunteer Information

User Group ?

Notes ?

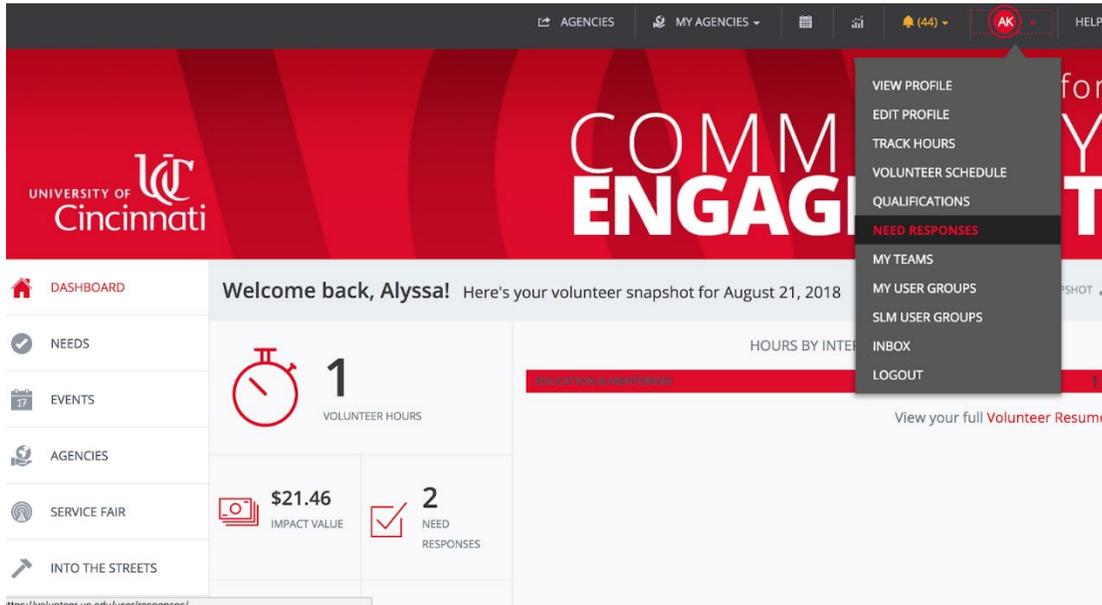
SUBMIT NEED RESPONSE CANCEL

6. You are now signed up for the event

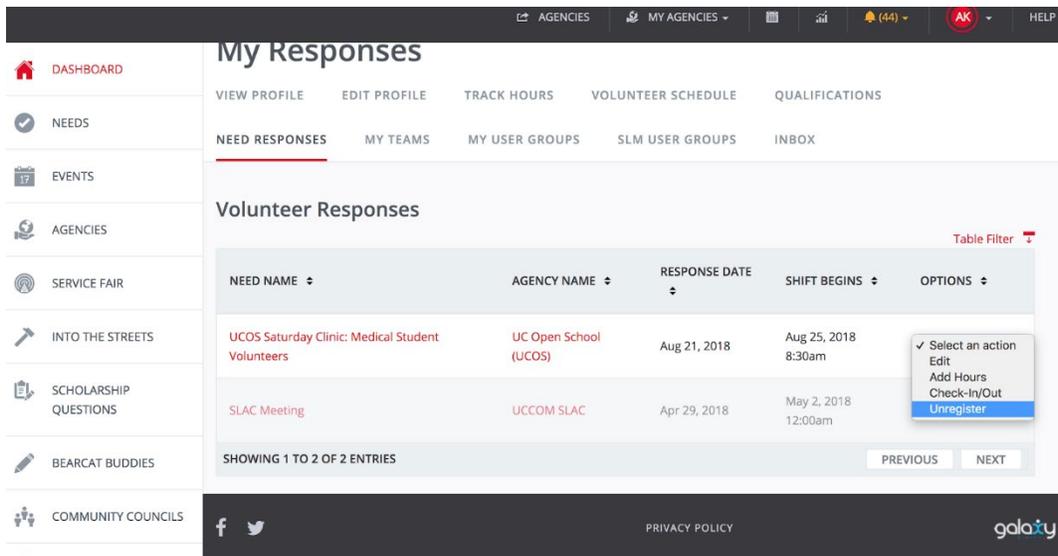
7. You will receive an email confirmation with an invitation to make a Google Calendar event. You will also receive a reminder when your events gets near.

III. TO CANCEL:

- a. Click “NEED RESPONSES”



- 8. Next, click “Unregister” in the drop-down menu for the event you want to cancel



- 9. Alternatively, look back at your confirmation email, and click “Unregister from the need” at the bottom.

10. You will receive an email confirmation of your cancellation

IV. TO LOG VOLUNTEER HOURS: Select “Add Hours” in this same drop down menu

The screenshot shows the 'My Responses' page. The left sidebar contains navigation links: DASHBOARD, NEEDS, EVENTS, AGENCIES, SERVICE FAIR, INTO THE STREETS, SCHOLARSHIP QUESTIONS, BEARCAT BUDDIES, and COMMUNITY COUNCILS. The main content area is titled 'My Responses' and includes sub-sections: VIEW PROFILE, EDIT PROFILE, TRACK HOURS, VOLUNTEER SCHEDULE, QUALIFICATIONS, NEED RESPONSES (underlined), MY TEAMS, MY USER GROUPS, SLM USER GROUPS, and INBOX. Below this is a 'Volunteer Responses' table with columns: NEED NAME, AGENCY NAME, RESPONSE DATE, SHIFT BEGINS, and OPTIONS. A single entry is shown: 'SLAC Meeting' by 'UCCOM SLAC' on 'Apr 29, 2018' starting at 'May 2, 2018 12:00am'. The 'OPTIONS' dropdown menu is open, showing 'Select an action', 'Edit', 'Add Hours' (highlighted), and 'Unregister'. A 'Table Filter' icon is visible in the top right of the table area.

The screenshot shows the 'Add Hours' form. The top navigation bar includes 'AGENCIES', 'MY AGENCIES', a notification bell with '(45)', a user profile 'AK', and 'HELP'. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Description' and contains a text input field for 'Brief Description'. Below this are two questions: 'Q. How were you impacted by this volunteer experience?*' with a text input field, and 'Q. Who benefitted from your volunteer service?*' with radio button options: 'Community members outside of the University of Cincinnati', 'Students, staff, or faculty at the University of Cincinnati', 'Both', and 'I don't know'. At the bottom, there are two buttons: 'SUBMIT HOUR ENTRY' (red) and 'CLEAR FORM' (grey).

11. Logging hours is YOUR responsibility

b. The organization that you volunteer with will approve/deny your hours

V. TO VIEW YOUR SCHEDULE: Select “Volunteer Schedule”

The screenshot shows a web application interface for viewing a volunteer schedule. At the top, there is a navigation bar with 'AGENCIES', 'MY AGENCIES', a notification bell with '(45)', a user profile icon 'AK', and 'HELP'. On the left is a sidebar menu with options: DASHBOARD, NEEDS, EVENTS, AGENCIES, SERVICE FAIR, INTO THE STREETS, SCHOLARSHIP QUESTIONS, BEARCAT BUDDIES, COMMUNITY COUNCILS, and COLLAPSE MENU. The main content area is titled 'Volunteer Schedule' and has sub-tabs: VIEW PROFILE, EDIT PROFILE, TRACK HOURS, VOLUNTEER SCHEDULE (which is underlined), and QUALIFICATIONS. Below these are more sub-tabs: NEED RESPONSES, MY TEAMS, MY USER GROUPS, SLM USER GROUPS, and INBOX. The main display shows a calendar for 'August 2018'. The month is selected in a dropdown menu, and there is a 'FILTER' dropdown set to '-- SELECT A FILTER --'. The calendar grid has columns for SUN, MON, TUE, WED, THU, FRI, and SAT. The dates 1 through 31 are visible in the grid cells, with no specific events or tasks listed.

12. Needs that you are signed up for will appear here (I am not signed up for anything in August)