

Attention *RETURNING* Hamilton Volunteers

The time has come to give you the power to log your at home hours from the comfort of your home computer! All you need to do is reset your password to gain access to your Virtual Volunteer profile at home. Anytime AFTER OCTOBER 16th, simply follow the directions below. From that date on, any hours that you work at home or anytime the system is down at school and you don't receive a system-generated Volunteer name badge, please go to the internet and log your hours. A computer has been added to the workroom for your convenience, if you would rather log them before you leave the building. If you get a V-Soft nametag with Volunteer across the top, your hours are being counted and you don't need to do anything except turn your badge in when you leave the building.

- Type **www.v-volunteer.com** in the address line of the Internet



- Enter your email and select "Forgot your password?"
- Re-type your email address and click submit



Within a few days, your password will be sent to your e-mail address. Once you receive it, repeat the first step but enter both your email and password. You will then have access to your profile.

- Click **“profile”** to change account information
- Click down arrow to choose **campus** (if needed)
- Click **“log hours”** to log volunteer hours
- Click **“preferences”** to release your e-mail to receive automated reminders about events that you signed up for and allow others to communicate with you.
- Click **“event link”** for event details.
 - Click sign up, send email, or close the window
- Click **“log off”** to exit the system

