

Instructions for Using Volgistics Remotely to Log Mentor/Volunteer Hours

Using the Ipad is the simplest way to record your mentor or volunteer hours. However, if the Ipad is not working correctly or if you forget to use it at the beginning or end of your shift, you can still record your hours by logging in remotely on your own device. You can also log in to check your schedule or update your contact information.

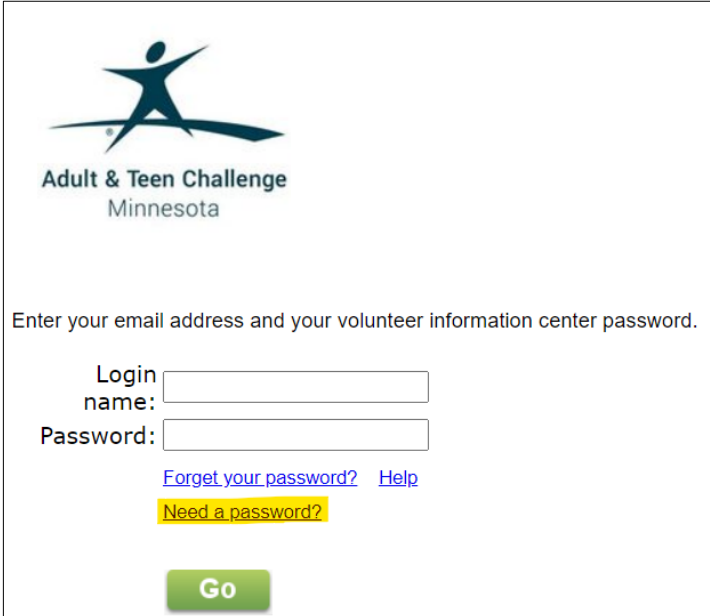
Please follow the steps below to create a Volgistics login and to sign in and out remotely.

Step One – Access the website and create a login

Click here to access the Volgistics website:

<https://www.volgistics.com/ex2/vicnet.dll/?from=382017>

The screen below will appear. To create a password, click “Need a Password?”



Adult & Teen Challenge
Minnesota

Enter your email address and your volunteer information center password.

Login name:

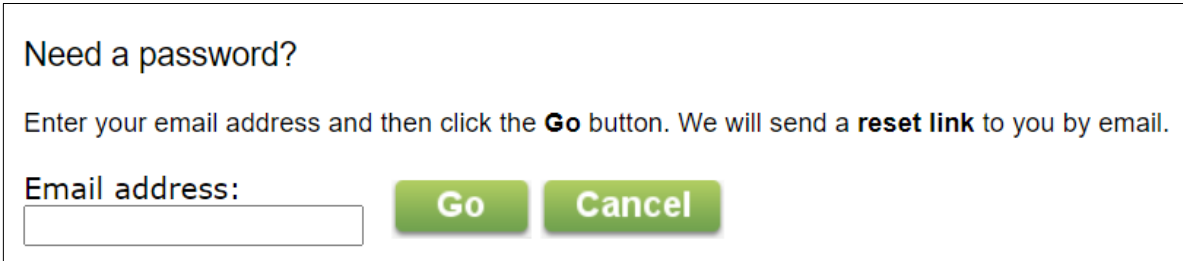
Password:

[Forget your password?](#) [Help](#)

[Need a password?](#)

Go

The screen below will appear. In the “Login name” field, enter the email address you used in your MnTC mentor/volunteer application and click “Go”.



Need a password?

Enter your email address and then click the **Go** button. We will send a **reset link** to you by email.

Email address:

Go **Cancel**

Now, access your email account and look for an email from “Minnesota Adult & Teen Challenge – VolunteerMail@Volgistics.Com”. You should receive this within a few minutes, however, some email systems and ISPs may delay the delivery of email messages.

If your email program uses a spam filter, please be sure you adjust your filter to permit mail from VolunteerMail@Volgistics.com, or add it to your "safe sender list."

If you have not received your email reminder after a few minutes, check your blocked or junk email folder to be sure the reminder message was not sent there by your email program.

The email will look like this. Click the link to set your password.

Below is the password information you requested. Use the login name, and link to set your password, that appear below to access your information at the volunteer information center.

Your login name is: ericjohnson@gmail.com

Follow the URL to reset your password: <https://www.volgistics.com/ex/core.dll/process?reset=Tq6Lb0xVn6pJlCVyKBx2bWRFrXe2>

If you continue to have trouble accessing the volunteer information center with the credentials provided, please contact the volunteer office.

The screen below will appear. Enter a password of your choosing in the “New Password” field, enter it again in the “Confirm Password” field, and click “Go”.

Note: your password must be between 8-30 characters long, include both a letter and number, and include both upper and lower case letters. It must not contain any space characters.

Please enter your new password.

New Password:

Confirm Password:

The screen below will appear. Click “Continue”.

Your password has been successfully changed.

The screen below will appear. Type in your emails address in the “Login Name” box and your password in the “Password” box. Click “Go” to log in to Volgistics.

Enter your email address and your volunteer information center password.

Login name:

Password:

[Forget your password?](#) [Help](#)

[Need a password?](#)

Congratulations! You have successfully set up your Volgistics login!

Step Two – Record your mentor or volunteer shift hours

Once you’ve successfully logged on, the screen below will appear. Click “Post your hours”.

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

News
Welcome to the Volunteer Information Center. This new online feature gives you an easy way to interact with the volunteer program. You can check your schedule, post your volunteer service, receive messages, and much more: anytime, and from any device.

Watch this space for more volunteer news!

The screen below will appear. Enter the date of your service and the number of hours and minutes you mentored or volunteered. Click “Continue”.

Time Sheet

What was the date of your service?

How many hours did you serve? hours, minutes

The screen below will appear. Click “Yes” to verify the date and time of service.

Time Sheet

Please confirm your entry:

You served on: Wednesday, April 8, 2020

Assignment:

Hours: 2:30

Is this correct?

Click **Yes** to save this entry

Click **No** if you want to make a change

Congratulations, your mentor or volunteer hours have been recorded!