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?”

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”.

The screen below will appear. Enter your email address and then click the Go button. We will send a reset link to you by email.
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=Ig6Lb0xVn6pJCVyKBx2bWRFrXe2

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.

The screen below will appear. Click “Continue”. 

Your password has been successfully changed.
The screen below will appear. Type in your email address in the “Login Name” box and your password in the “Password” box. Click “Go” to log in to Volgistics.

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”.

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

- Yes Click Yes to save this entry
- No Click No if you want to make a change

Congratulations, your mentor or volunteer hours have been recorded!