

Instructions for Logging Mentor/Volunteer Hours on the iPads

How do I use Volgistics to log my mentor or volunteer hours?

There are two ways you can sign in and out of Volgistics to track your service:

1. Sign in and out on the iPad located at each of our facilities.
2. Sign in and out by accessing Volgistics from your own computer, phone, or other electronic device.

We prefer that you use the iPad each time you mentor or volunteer. However, if you experience a technical problem with the iPad, you can log your hours later, on your personal device.

Where is the iPad located at the residence where I mentor or volunteer?

- **1717 (Women's Center) and 1725 (Short-Term Women):** At the 1717 entrance to the building, at the top of the stairs on the first floor
- **Grace Manor:** By the rear door
- **Hudson/Stevens:** In the Stevens mailroom; volunteers, please ask staff to take you there to sign in. For mentors, Hudson staff will bring the portable iPad
- **Portland (1619):** At the reception desk
- **TCLI (2300):** On the 6th floor, by the reception desk

How do I sign in and out of the iPads at MnTC?

Please follow the steps below when you sign in and out on the Ipad at the beginning and end of your mentor or volunteer shift.

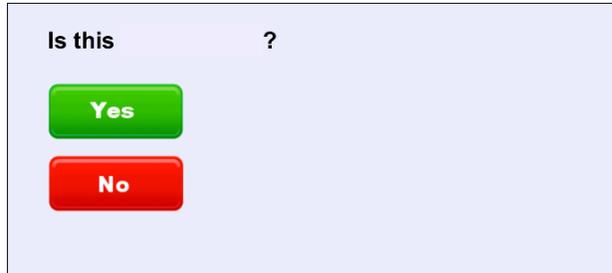
Step 1 – Enter your Personal Identification Number (PIN) and press the Continue button

The screen below is what you will see on the iPad. If you see a different screen or if the iPad is offline, please let staff know so they can restart it.

The screenshot shows the 'Volunteer Information Center' app interface. On the left is the logo for 'Adult & Teen Challenge Minnesota' and a welcome message. The main area is titled 'Enter your volunteer PIN number' and contains a text input field with a red arrow pointing to it. Below the input field is a numeric keypad with buttons for digits 1-9, *, 0, and #. To the right of the keypad are three buttons: a red 'Cancel' button, a yellow '< Backspace' button, and a green 'Continue' button with a red arrow pointing to it.

Step 2 – Confirm your name

If the screen displays the correct name, press the **Yes** button. If the name displayed is not yours, press the **No** button and try again.



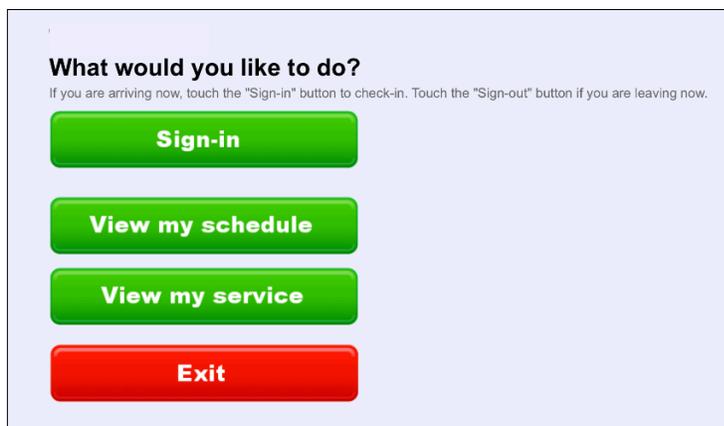
Is this ?

Yes

No

Step 3 – Confirm your action step

After you confirm your identity, the menu screen will appear and prompts you to choose what you'd like to do. In this case, you are signing in to begin your shift, so press the **Sign-in** button.



What would you like to do?
If you are arriving now, touch the "Sign-in" button to check-in. Touch the "Sign-out" button if you are leaving now.

Sign-in

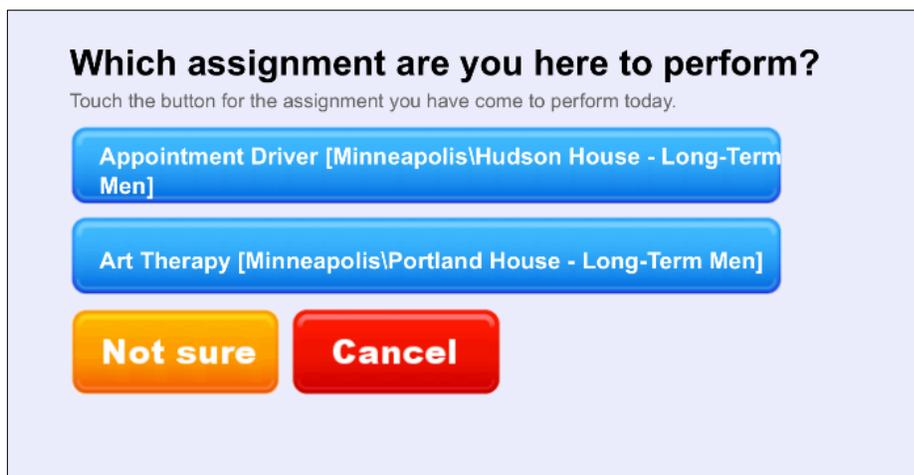
View my schedule

View my service

Exit

Step 4 – Choose your mentor or volunteer assignment

If you see this screen, press the name of the assignment you are here to perform.



Which assignment are you here to perform?
Touch the button for the assignment you have come to perform today.

Appointment Driver [Minneapolis\Hudson House - Long-Term Men]

Art Therapy [Minneapolis\Portland House - Long-Term Men]

Not sure **Cancel**

Step 5 – Confirm your sign in information.

As long as you did not select the **Cancel** button, the next screen will ask you to confirm that the information shown is correct. This is important because the name, date, time, and assignment name indicated on this screen will be used to track your service. If the screen displays the correct information, press the **Yes** button. If the information displayed is not accurate, press the **No** button and try again.

Once you confirm your selections, you are officially signed in.

Is this information correct?

If the information shown is correct, touch the Yes button. Touch the No button if you want to start over.

Name:

Date: **Tuesday, April 14, 2020**

Time in: **7:56 am**

Assignment: **Art Therapy [Minneapolis\Portland House - Long-Term Men]**

Yes
No

Step 6 – Sign out before you leave by reentering your pin

The screen below is what you will see on the iPad. If you see a different screen or if the iPad is offline, please let staff know so they can restart it.

Volunteer Information Center



Welcome. The Volunteer Information Center is where volunteers check-in and out. If you are ready to check-in or out and you have a volunteer PIN number, enter it here to get started.

If you are interested in becoming a volunteer please ask us about our volunteer opportunities!

Enter your volunteer PIN number

Enter your volunteer ID number using the keypad buttons, and then touch the Continue button.

1	2	3	
4	5	6	Cancel
7	8	9	← Backspace
*	0	#	Continue

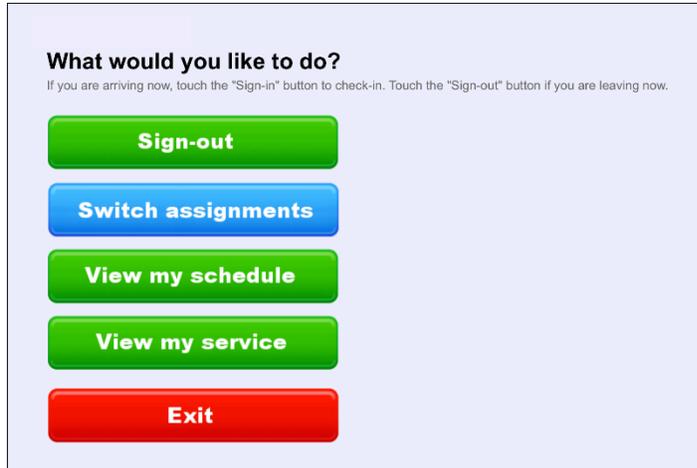
Step 7 – Confirm Your Name

Is this

Yes
No

Step 8 – What would you like to do?

After you confirm your identity, the menu screen will appear and prompts you to choose what you'd like to do. In this case, you are signing out to end your shift, so press the **Sign-out** button.



Congratulations, your mentor or volunteer hours have been recorded!