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.
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.

![Yes/No button](image)

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.

![Menu options](image)

Step 4 – Choose your mentor or volunteer assignment

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

![Assignment options](image)
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]

---

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.

---

**Step 7 – Confirm Your Name**

---
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!