# VOLUNTEER MANGEMENT SYSTEM – ENROLLMENT INSTRUCTIONS

Following are the instructions for enrolling into our new Volunteer Management System. Please make certain you enroll in both phases of the enrollment process: 1) Enrolling into the system, and 2) Registering your additional information (emergency contact info, etc.).

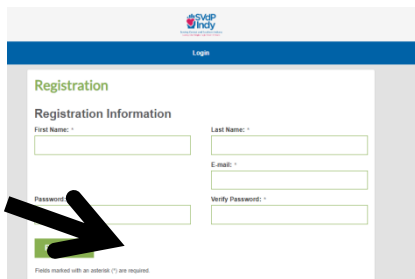1. You can enroll online on any computer using this link: https://portal.svdpindy.org/login/register -OR- by scanning the QR code with your smart phone:
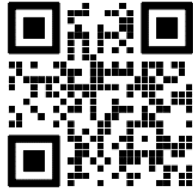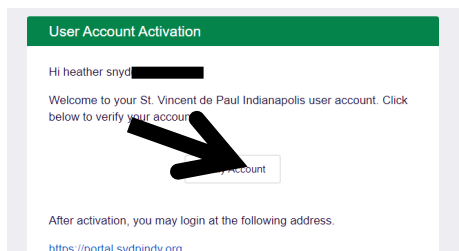

2. You will need to access your email account for security purposes to complete your enrollment. Select "Register": **(We recommend that you enroll and register on the same device where you access your email account. Please note that you will never need your password again. The password is mandatory for this initial enrollment; however, in the future the system will recognize you by your email address.)**
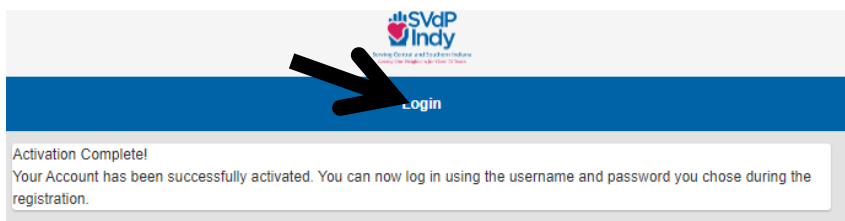
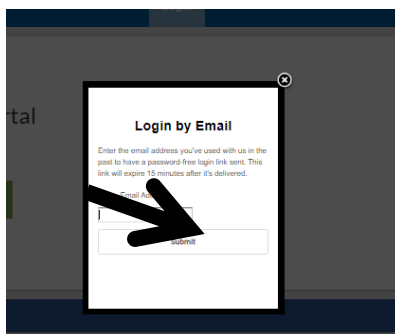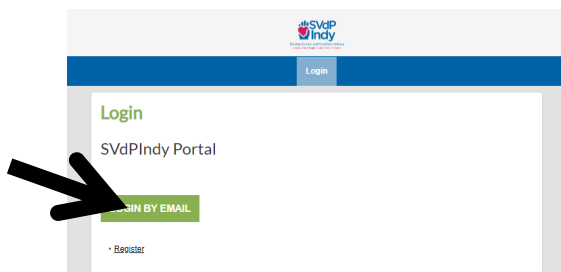3. Fill out registration information and select "Register":

4. You will receive an email to sign in to the SVdP Volunteer Portal to complete your registration. **In that email** select "Verify Account": *(You will be accessing your email a second time in step 8.)*
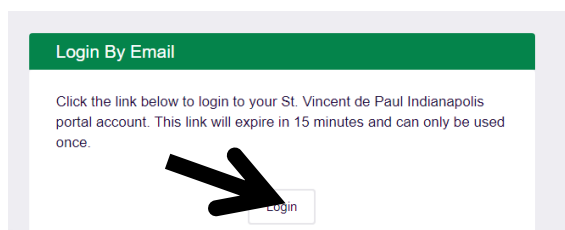
5. Your account is active. To FINISH registration select "Login".

Activation Complete!
Your Account has been successfully activated. You can now log in using the username and password you chose during the registration.
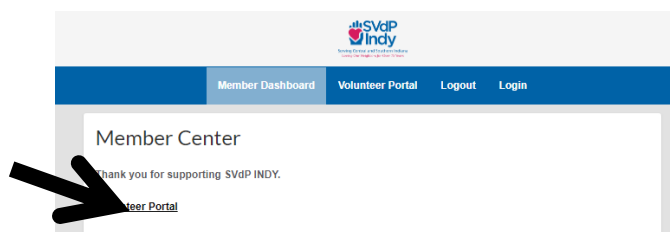
6. Select "Login by Email". Type email in box provided. Select "Submit"

7. Go back into your email to complete login. Open the **NEWEST** email and click the "Login":

Login By Email

Click the link below to login to your St. Vincent de Paul Indianapolis portal account. This link will expire in 15 minutes and can only be used once.

Login

8. You will be taken back to the Portal. To complete registration select "Volunteer Portal":

Member Center

Thank you for supporting SVdP INDY.

Volunteer Portal

9. At the bottom of the screen is a green button that says, "Edit Contact Info." In the future the Volunteer Portal will allow you to view and edit your schedule. For now, click the green "Edit Contact Info".
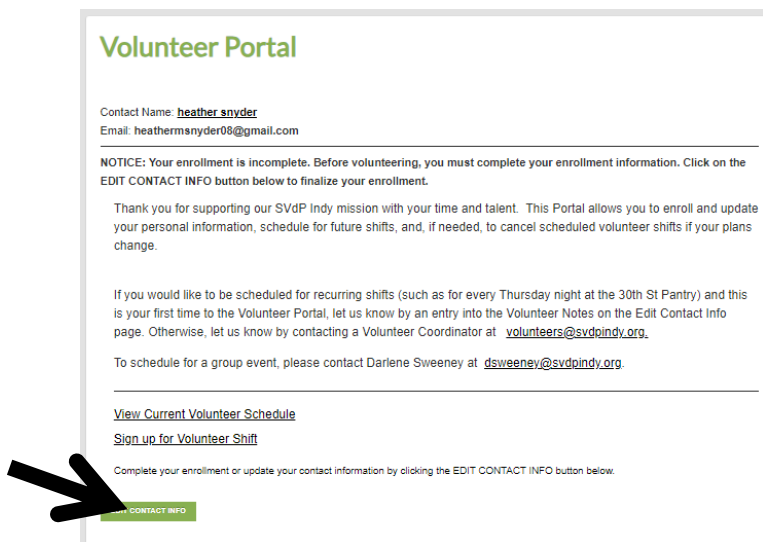
10. Click on that button which will take you to SVdP Indy Volunteer Information. Here you can enter your home address, emergency info, etc. It also has a Notes section where you can enter when you volunteer (for example: Thursday AM Intake Clerk, Saturday Intake Clerk, Intake Clerk Sub, etc.). We recommend saving the Volunteer Handbook for future reference. *(Note: If you are a home delivery driver, please indicate your route. Once you hit the Save button, you will have completed registration.)*
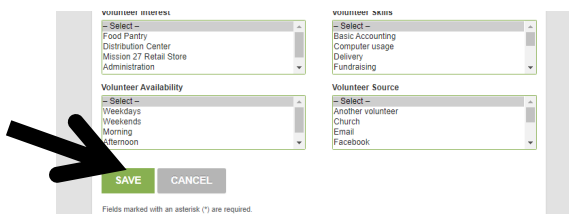
11. Congratulations, your enrollment is complete! We will set up your recurring schedules in the system.

If you have issues with the system, or see something that isn't clear or confusing, please let us know so we can address it. You can provide questions or comments to us by emailing volunteers@svdpindy.org.