

**SOCIETY OF ST. VINCENT DE PAUL  
VOLUNTEER MANAGEMENT SYSTEM – INSTRUCTIONS FOR STUDENTS**

**For students to volunteer and receive the appropriate credit for your efforts, you must utilize the SVdP Volunteer Management System. The following instructions will guide you in using this system.**

**ENROLLMENT INSTRUCTIONS:**

You must register and enroll through our SVdP Portal to have your time tracked as you volunteer with us. Please ensure you complete both phases of the enrollment process: 1) Registering in the system, and 2) Enrolling by adding your information (emergency contact info, etc.).

1. You can enroll online on any computer using this link: <https://portal.svdpindy.org/login/register> or using this QR code on your smartphone.
2. You will need access to your email account for security purposes to complete your enrollment. **We recommend that you register and enroll on the same device where you access your email account. Once you register, you will never need your password again. The password is mandatory for the initial enrollment. In the future the system recognizes you using your email.**
3. Once you register, you will receive an email verifying your email address. Click on the link and you then sign in to the SVdP Volunteer Portal to complete your enrollment.
4. At the bottom of the Volunteer screen is a green button, "Edit Contact Info". Click that button which will take you to SVdP Indy Volunteer Information. This is the second step where you can enter your home address, emergency info, etc. **Make certain you enter your school affiliation so we can be sure to properly credit you with your volunteer service – ex: Brebeuf, Cathedral, Chatard, etc.**
5. Be sure to Save your entries!

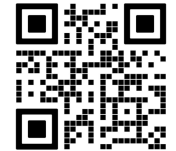


Portal Register

**REGISTERING FOR A SHIFT:**

**To receive your volunteer credit, you must register for a shift to volunteer at St. Vincent de Paul.**

1. Go to the Volunteer portal <https://portal.svdpindy.org/login> or use this QR code.
2. Here you can view your current volunteer schedule, sign up or cancel a volunteer shift, and edit your information.
3. Click on Sign Up for a Volunteer Shift and the rest should be self-explanatory.



Portal Login

**CHECK-IN/CHECK-OUT ON SITE:**

When you arrive at the St. Vincent de Paul facility where you have scheduled a shift, you must use your smartphone to scan the QR Code at the volunteer sign-in desk.

1. Volunteer Time Entry: Enter your email address, first and last name and click Search.
2. Any shifts today will appear. Click on the shift you want to check in/out and the system will register the time
3. Use the same QR Code to check out from your shift. The system will register your check-out time.

**NOTE: PROPERLY CHECKING IN/OUT IS IMPORTANT FOR STUDENTS. THIS IS HOW WE VERIFY YOUR HOURS AT THE SITE FOR YOUR SCHOOL.** If you fail to check-out, your correct time is not available and you will be assigned 2 hours. 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](mailto:volunteers@svdpindy.org).

**IMPORTANT: As a student, you will NOT be able to check-in when you arrive if you have not signed up for a shift. You will be required to register for a shift before you check-in, so please register before your shift so our SVdP staff are aware you will be available to work with us. This helps us with our resource planning.**