



SCHOOL VOLUNTEER PROGRAM (For School Liaisons)



Information Technology Services (ITS) in conjunction with the Office of Community Services has developed a new Web-based application for processing School Volunteers information.

To access the **School Volunteer Program Liaisons** Web application, you must have Quad A authorization for WSVU. [See your principal for authorization.]

This user guide will provide instructions for the school-site Volunteer Coordinator.

Getting Started

To access the **Portal**,

- ▼ **Open** the Internet browser
- ▼ **Type** **www.dadeschools.net**
- ▼ **Click** the **Employees** tab

The **dadeschools.net Employees** page will display.



- ▼ **Click** **Login to Portal**

The **Log in** screen will display.

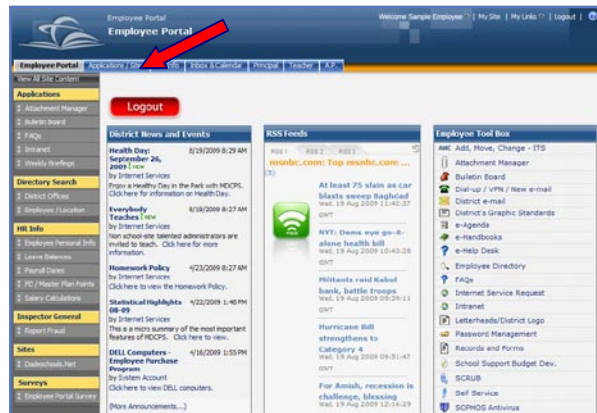


- ▼ **Type** your user name
- ▼ **Type** your password
- ▼ **Press** **Enter**

The **Employee Portal** page will display.

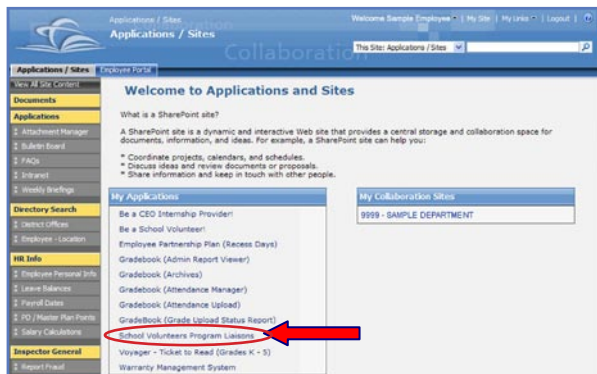
Employee Portal - Applications and Sites

From the **Employee Portal** page,



- ▼ **Click** the **Applications/Sites** tab

The **Employee Portal Services/Sites** page will display.



- ▼ **Click** **School Volunteer Program Liaisons**

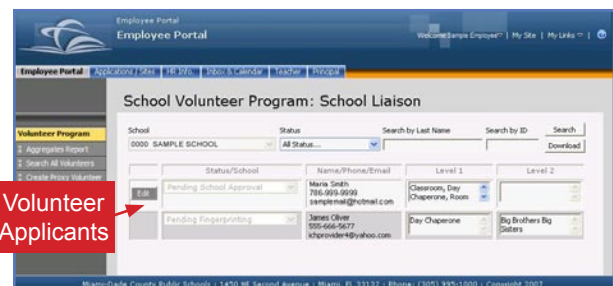
The **School Volunteer Program: School Liaison** page will display.

Note: You must have WSVU authorization to access the School Volunteer Liaisons application.

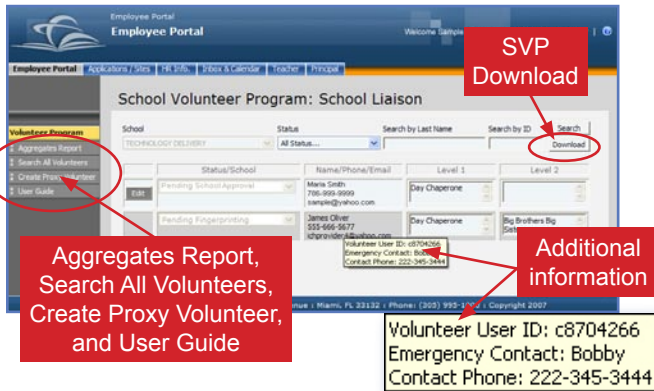
School Volunteer Program - School Liaison

The **School Volunteer Program - School Liaison** page, will display all the volunteer applicants for your location and their status.

As a School Volunteer Liaison user you will be able to approve/deny applicants, search for applicants by Status, Last Name (or beginning letter), or by ID number.



Volunteer Applicants



Additional information for the volunteer is available when you hover over the Name/Phone/Email field. The volunteer's user ID, Emergency Contact name and Contact phone number will display.

The **Download** button will open the **SVP Volunteer Download**. The Download is available for each school, listing all the volunteers registered at their location.

SVP Volunteer Download - Sample

Volunteer User ID	Volunteer Type	First Name	Last Name	Middle Name	Email	Security Clearance	SSN	Birth Date	Street Address1	Street Address2
2	PARTICIPATE	Michael	Denning		schpovolen@gh.mdcps.com		527427883	12/14/1954	24808 135th Ave	
4	PARTICIPATE	Michael	Denning		schpovolen@gh.mdcps.com		527427883	12/14/1954	24808 135th Ave	
6	PARTICIPATE	Michael	Denning		schpovolen@gh.mdcps.com		527427883	12/14/1954	24808 135th Ave	
5	PARTICIPATE	Debra	Adams		schpovolen@gh.mdcps.com		592749236	12/15/1954	9425 W Marlow St	
7	PARTICIPATE	James	Olier		schpovolen@gh.mdcps.com		571373884	11/02/1971	50008 Must Ave	

The **Aggregates Report** is the **SVP District-Regional Breakdown** report. The report is a breakdown of the total volunteers per activity, per school, by Regional Centers.

Aggregates Report - Sample

	Total	11 - 61			Under 21	Level I			Level II
		11 - 61	Elem	Other		Classroom	Day Chaperone	Exceptional Student	
Region 0	8410	3	1	1					
Region 2	6344	3	1	1					
Region 4	3251	3	1	1					
District Totals	4	3	3	1					

The **Help** will open this user guide.

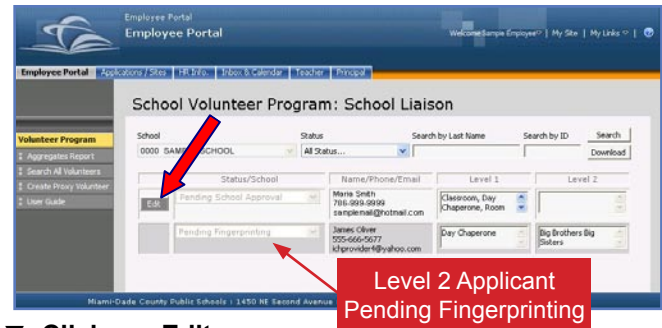
Approve/Deny Volunteer Applicants

Volunteer applicants will be processed by the system according to the level for the service activity they selected.

Level 1 activities will perform an electronic background check and the school will be able to approve or deny the volunteer immediately.

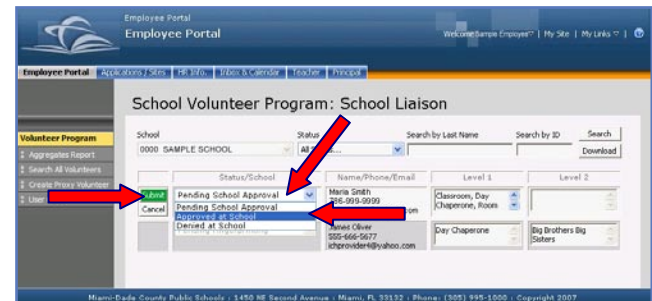
Level 2 activities will require fingerprinting. The status will be Pending Fingerprinting and must be updated by the District, to either Pending School Approval or Denied. If it is updated to Pending School Approval, then it continues the same as a Level 1. If it is updated to Denied at the District, then the school cannot approve it. [See *Status Definitions on page 6.*]

From the **School Volunteer Program - School Liaison** page,



▼ Click **Edit**

The **Status/School** field will activate the drop-down menu.



- ▼ Click the drop-down menu
- ▼ Select desired option (*Approved at School or Denied at School*)
- ▼ Click **Submit**

The **Status/School** will change to the selected option.

Volunteers can check their status in the Volunteer's Interest page, under the Message section.

A volunteer's service may be terminated at any time, by the principal or the volunteer.

At the end of the school year, volunteers will become inactive. To reactivate their status, volunteers will have to reselect schools and activities and go through the school approval process, according to the service activities selected.

When approving volunteers, if the volunteer is already in the system as a volunteer proxy account (identified by an SV prefix and explained below), the School Volunteer Liaison user should create a Self Service incident to reset the proxy record to reflect the new ID. [See *Whom To Contact for Assistance on page 6 for additional information.*]

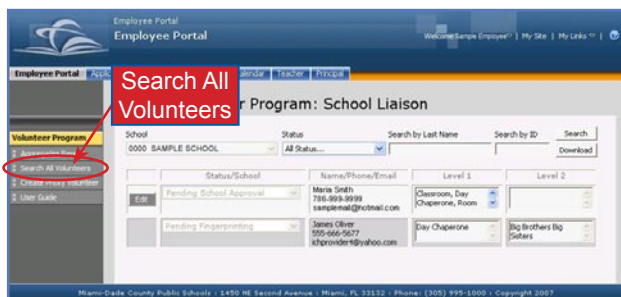
Create Proxy Volunteer Account

The **Create Proxy Volunteer** option will allow the School Volunteer Liaison users to enter volunteer applicants that **do not have computer access** and **do not have an e-mail** address. It should only be used to register school volunteers who meet the above underlined criteria.

Volunteer applicants with an e-mail address should register and select volunteer service activities themselves, rather than having the school do a volunteer proxy account.

Before creating a volunteer proxy account for the applicant, the School Volunteer Liaison user must search existing volunteers to make sure they have not already been added to the system. This should be done regardless of whether the applicant says they have or have not volunteered elsewhere in the District.

From the **School Volunteer Program - School Liaison** page,



▼ Click **Search All Volunteers** on the left menu bar

If no record is found,

▼ Click **Create Proxy Volunteer** on the left menu bar

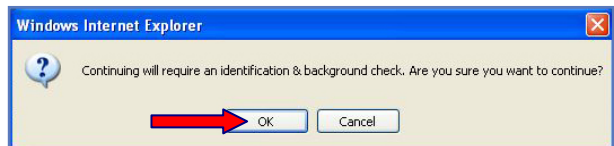
The **Volunteer Registration** page will display.

If the volunteer is already in the system the School Volunteer Liaison user can edit the volunteer proxy account. [See *Edit Proxy Volunteer Information on page 4 for instructions.*]

▼ **Type** required information, when finished,
▼ **Click** **Submit**

The message window will open.

The message **“Continuing will require an identification & background check. Are you sure you want to continue?”** will display.



▼ **Click** **OK**

The **School Volunteer Program: Volunteer Interests** page will display, if the initial clearance process was successfully completed. If it was not, you will be prompted to correct and resubmit the information.

Select Service Activities For Volunteers Proxy Accounts

Select service activities the applicant is volunteering for at your school location. Volunteer applicants will be processed by the system according to the level for the service activity selected.

Level 1 activities will perform an electronic background check and the school will be able to approve or deny the volunteer immediately.

Level 2 activities will require fingerprinting.

▼ Click **Student Relative** box, if applicable

Select one or more service activities.

Note: Please select Level 2 activities first. Level 2 requires fingerprinting, which will require more time.

▼ Click service activity boxes to be selected

▼ Click **Submit**

The message window will open, the message **“Your volunteer application has been saved. Please view your status message at the bottom of this page”** will display.



▼ Click **OK**

For Level 1 service activities, the message: **“Your application is pending approval at SAMPLE LOCATION NAME. Please visit the location’s volunteer coordinator with a photo ID for final approval.”** will display. The date and time will also be displayed.

For Level 2 service activities, please follow the instructions in the **Messages** section for the fingerprinting process. The volunteer will not be able to apply to additional schools until the fingerprinting process is completed.

Edit Volunteer Proxy Account Information

As a School Volunteer Liaison user you will be able to edit volunteer information for the volunteer proxy account serving at your school. Volunteer proxy accounts can be identified by the SV prefix ID number assigned to them.

Accounts that are not volunteer proxy accounts should be edited by the volunteers themselves.

To edit a volunteer proxy account information, from the **School Volunteer Program - School Liaison** page,

▼ Click **Search All Volunteers** on the left menu bar

The screen will change to display all volunteers for the District. You will **ONLY** be able to edit information for the volunteer proxy accounts for your school location.

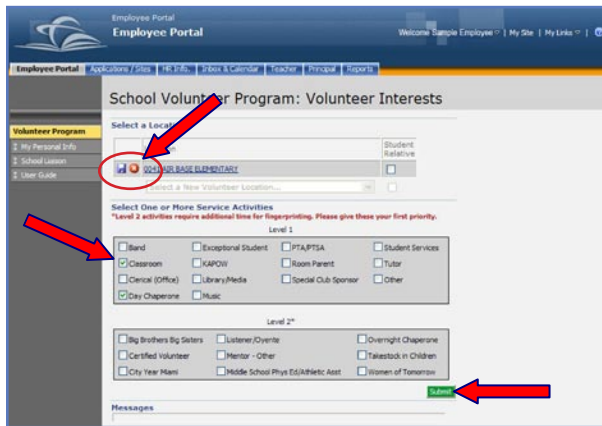
After identifying the volunteer proxy account to be edited,

▼ Click the **Edit** button next to the volunteer’s name

The **School Volunteer Program: Volunteer Interests** page will open.

▼ Click the edit option

The page will change to display the service activities. Make changes/additions as needed.



When finished,

- ▼ Click the save option
- ▼ Click the cancel option, to cancel edit mode

The message window will open, the message **“Your volunteer application has been saved. Please view your status message at the bottom of this page”** will display.



- ▼ Click **OK**

For Level 1 service activities, the message: **“Your application is pending approval at SAMPLE LOCATION NAME. Please visit the location’s volunteer coordinator with a photo ID for final approval.”** will display. The date and time will also be displayed.

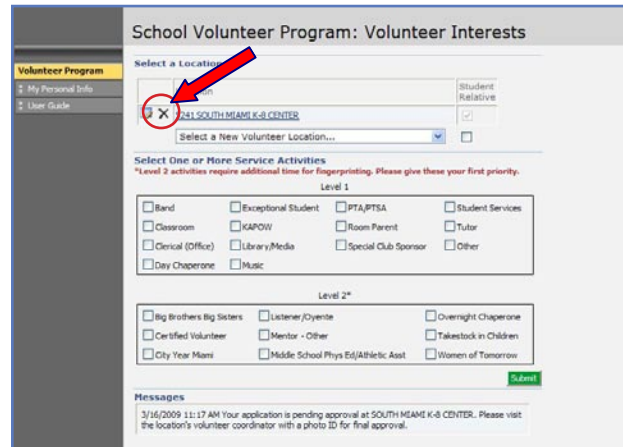
For Level 2 service activities, please follow the instructions in the **Messages** section for the fingerprinting process. The volunteer will not be able to apply to additional schools until the fingerprinting process is completed.

Delete Volunteer Proxy Account Information

Volunteers may terminate their services at a school location by deleting the location from their application. A volunteer’s services may be terminated at any time, by the principal or the volunteer.

As a School Volunteer Liaison users you can delete the volunteer proxy account from your school location at the request of the volunteer or the principal.

From the **School Volunteer Program - Volunteer Interests** page,



- ▼ Click the Delete option

The message **“Are you sure you want to delete this location?”** will display.



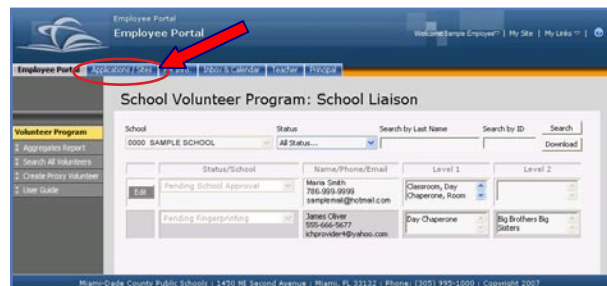
- ▼ Click **OK**

The school location will be deleted from the page.

To Exit the Portal

It is important to close the School Volunteer School Liaison application or any other Portal application you are working on and exit the Portal to prevent access to your Portal by others.

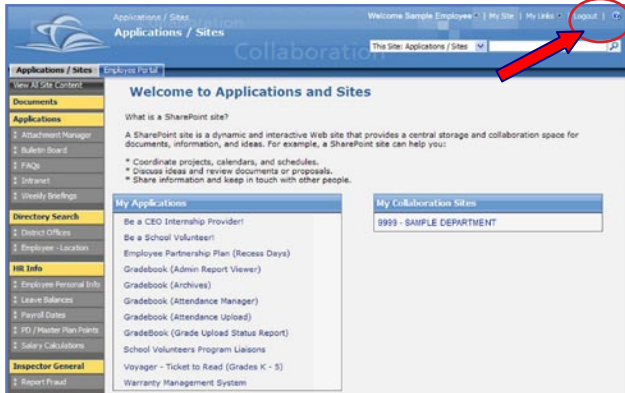
From any **School Volunteer Program** page,



- ▼ Click the **Applications/Sites** tab

The **Applications/Sites** page will display.

From the **Applications/Sites** page,



▼ **Click** the **Logout** button, in the upper right corner of the page

The Message **“You have successfully logged off of the system”** will display.

▼ **Click** the in the upper right corner to close the page

You are now logged out of the **Portal**.

Status Definitions

School Volunteer Program Status Definitions:

- **Approved at School** - The volunteer has been approved by a school or work location liaison. This is required before volunteering can begin, and is at the discretion of the school or work location liaison.
- **Denied at District** - The volunteer application has been denied by a district liaison, usually because of background history.
- **Denied at School** - The volunteer application has been denied by a school or work location liaison.
- **Pending Lexis Background Check** - The volunteer application is pending an online background check, usually due to a system failure during application submission. The volunteer must resubmit the application when the system becomes responsive.
- **Pending District Approval** - The volunteer application is pending a district liaison decision, usually because of information found during a background check.

- **Pending District Level 2 Approval** - The volunteer application is pending a district liaison decision, usually because of the training required for the type of volunteer work selected.

- **Pending Fingerprinting** - The volunteer requires fingerprinting and background verification due to the type of volunteer work selected.

- **Pending School Approval** - A background check has been completed successfully and the volunteer application is pending the school or work location approval before volunteering can begin.

- **Inactive** - The volunteer has volunteered in the past, but not during the current school year. Volunteer applications become inactive at the end of every school year, and can be reappraised as volunteering continues from year to year.

- **Pending ID Check** - The volunteer could not be identified by the system using the personal information he provided. A district liaison will have to do a manual identification and background check for this volunteer.

Whom to Contact for Assistance



For **questions or comments**, please complete a **Self Service** incident at:
<http://selfservice.dadeschools.net>

For **Policies and Guidelines**, go to the **Become a School Volunteer Web page** at:
<http://community.dadeschools.net/lsvp/school-vol.asp>
or **click** on the links below.

- English
- Spanish
- Creole

To reset the ID number for a volunteer proxy account, please complete a **Self Service** incident at:
<http://selfservice.dadeschools.net>.

Select, “Ask ITS a Question” from the drop down menu list in the **incident related to** section.

For step by step instructions on how to create a Self Service incident see the Self Service User Guide, on the e-Handbooks Web page. Click below for the user guide.

http://ehandbooks.dadeschools.net/user_guides/168.pdf