

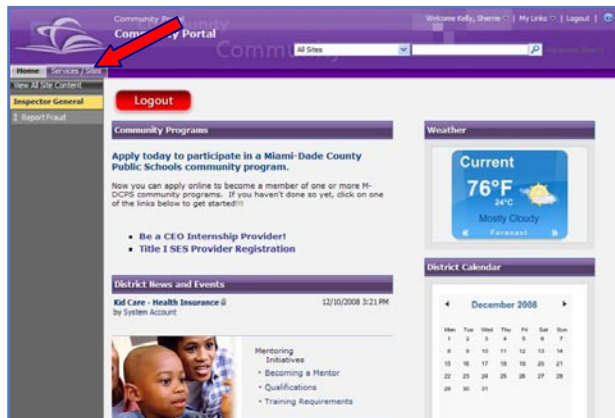


# BE A SCHOOL VOLUNTEER (For Parents and Community Members)



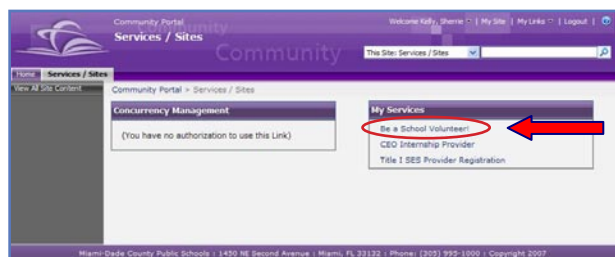
## Community Portal - Services and Sites

From the Community Portal page,



▼ Click **Services/Sites** tab

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



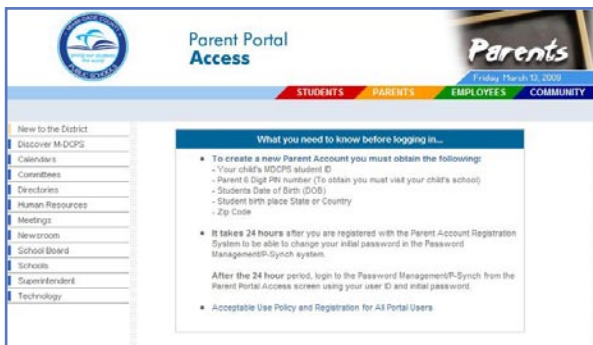
▼ Click **Be a School Volunteer**

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

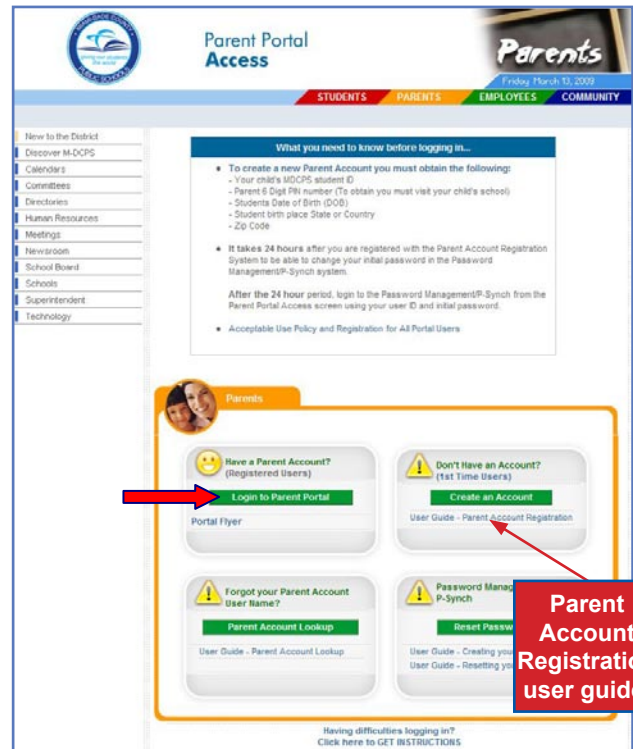
**[To continue, skip the next two Parent sections and go to Volunteer Registration on page 3.]**

## Log in to the Parent Portal

If you are a Parent/Guardian with a Parent account, continue here to access the Parent Portal. **[To register for a parent account, see the Parent Account Registration user guide: <http://myportal.dadeschools.net/pdf/parentAccountRegistrationGuide.pdf>.]**

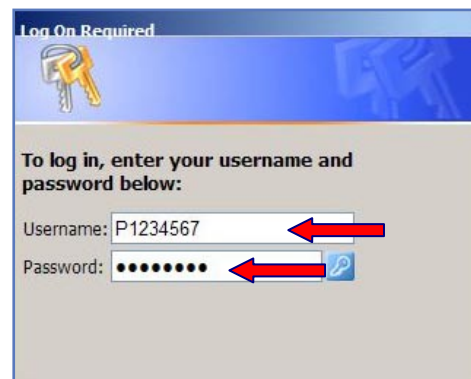


From the **Parent Portal Access** page,



▼ Click **Login to Parent Portal**

The **Log in** screen will display.



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

The **Parent Portal** page will display.

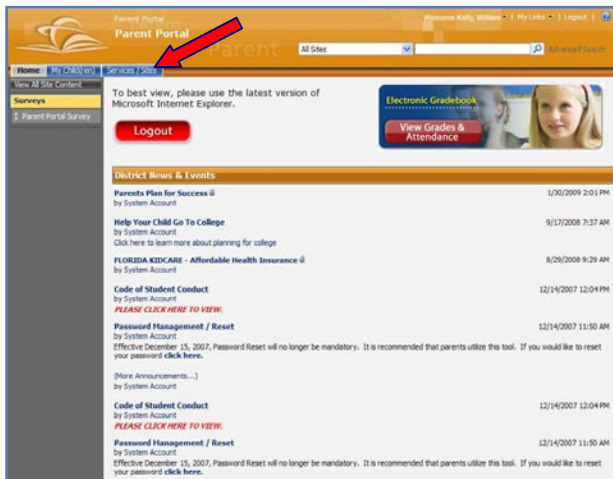


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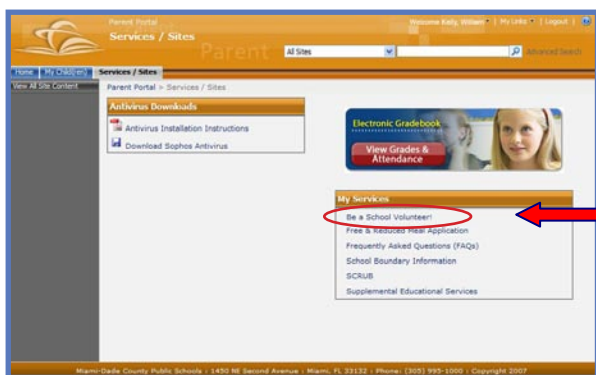
## Parent Portal - Services and Sites

From the **Parent Portal** page,



▼ Click **Services/Sites** tab

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



▼ Click **Be a School Volunteer**

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

## Volunteer Registration

The **Volunteer Registration** page will display the first time the applicant (Parent/Guardian or Community Member) accesses the **School Volunteer Program** application. Volunteer applicants must complete required fields which include, Name, DOB, SSN, Address, Emergency Contact Name, Emergency Contact, Emergency Contact #, and Ethnicity. [See **My Personal Info** section on page 5 to update the volunteer's personal information.]

**Note: Name, Address, and Date of Birth must be accurate or clearance process will be delayed.**

From the **Volunteer Registration** page,

**School Volunteer Program: Volunteer Registration**

PERSONAL INFORMATION:  
Please note: Name, address and date of birth must be accurate or clearance process will be delayed. Asterisk(\*) fields are required.  
Personal information must be as it appears on official documents.

\*Date of Birth: 11/29/1945 \*Social Security Number: 049346753

Last Name: Kelly First Name: Sharon Middle Name: [blank]

\*Home Address: 13135 SW 26 ST Apt. #: [blank]

\*City: Miami \*State: Florida \*Zip Code: 33175

\*Primary Phone: 305-999-9999 Second Phone: 786-888-8888 Third Phone: [blank] Email: schgrover@hotmail.com

Gender: ☐ Male ☐ Female \*Ethnicity: \*Race (Choose all that apply):  
☐ Hispanic ☒ White ☐ Black ☐ Asian ☒ American Indian or Alaskan Native ☐ Native Hawaiian or Pacific Islander

\*Emergency Contact Name: William Kelly \*Emergency Contact #: 786-222-2222

Are you bilingual? ☐ Yes ☒ No Language: [Please Select]

Are you an active or former member of law enforcement, a firefighter, a Department of Children & Family Services employee, a judge, a state or assistant attorney, a prosecutor, a government employee with duties involving human resources, labor relations, code enforcement officers or a spouse or child of the foregoing categories? ☐ Yes ☒ No

Have you ever entered a plea of Not Guilty, been placed in pre-trial intervention program or on probation, or been fined in a criminal proceeding? ☐ Yes ☒ No

Have you ever received an adjudication of guilt, had adjudication withheld, had a criminal case result in a nole prosequi ("no plea"), or had a criminal record sealed or expunged? ☐ Yes ☒ No

If you answered yes to any of the above, you must provide, when requested, a written explanation and certified Clerk of the Court documents to the District Office, for each arrest. Any volunteer with a criminal record will not be placed unless cleared by the School Volunteer Office, Human Resources and the Office of Professional Standards.

**Submit**

Please Note Policy: A volunteer's service may be terminated at any time, at the discretion of either H-OOPS or the volunteer. A volunteer must report any criminal incident that may have occurred after the initial background check to the H-OOPS Volunteer District Office.

▼ **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 your information.

## Select Volunteer Interests and Locations

Volunteer applicants must select school location and type of service activities they are volunteering for. 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.



## BE A SCHOOL VOLUNTEER (For Parents and Community Members)



To select a location and service activities,

- ▼ Click **Select a New Volunteer Location...** drop-down menu

*[By pressing a letter within the drop-down menu, the application will take you to the first entry that starts with that letter.]*

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

Select one or more service activities. **[Please select Level 2 activities first. Level 2 requires fingerprinting, which will require more time.]**

- ▼ Click service activity boxes to be selected
- ▼ Click **Submit**

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. You will not be able to apply to additional schools until the fingerprinting process is completed.

Check the status of your application, (approved or denied), under the **Messages** section, in the **Volunteer’s Interest** page.

If your application is approved, the message **“Thank you. You have been approved at SAMPLE SCHOOL NAME. Please Click Here”** will display.

**[The Please Click Here is a link to the School Volunteer Policies and Guidelines.]**

You may apply to additional schools, if desired.

### Edit Service Activities

To edit the school location service activities selected,

- ▼ Click the edit option

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

- ▼ Click the save option

- ▼ Click the cancel option, to cancel edit mode

The **Messages** section will display your application status.





## BE A SCHOOL VOLUNTEER (For Parents and Community Members)



### Delete School Location

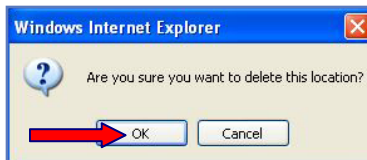
Volunteers may terminate their services at a school location by deleting the location from their application. A volunteer's services may be terminated at any time, by the principal or the volunteer.

From the **School Volunteer Program - Volunteer Interest** 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.

### My Personal Info

Use **My Personal Information** page to update the volunteer's personal information. **My Personal Info** is located on the left menu panel of the **School Volunteer Program** page.

From the **School Volunteer Program** page,

▼ Click **My Personal Info**, on the left menu panel

The **School Volunteer Program: My Personal Information** page will display.

The fields that appear in yellow are required. The fields with grayed-out text cannot be changed.

▼ Click the field to be updated  
▼ Type new information  
▼ Click **Submit**

The message “**Update your personal information now?**” will display.

▼ Click **OK**

The message “**Your information was updated**” will display.

▼ Click **OK**

To go back to the **School Volunteer Program (SVP)** page,

▼ Click the **Volunteer Placement** link, on the left menu panel

### Exit the Portal

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

From the **School Volunteer Program** application,

▼ Click the **Applications/Sites** tab

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**.

### Whom to Contact for Assistance



For assistance regarding the **School Volunteer Program**, contact the **Office of Community Services** at 305-995-2995.

For **School Volunteer Policies and Guidelines**, go to the **Become a School Volunteer Web** page at: <http://community.dadeschools.net!/svp/school-vol.asp>.