

**INFORMATION TECHNOLOGY SERVICES  
Documentation Review/Distribution Approval**

**SVP – For Parents and Community Members**

Document Title

Review Date: **January 27, 2010**

Page 4 and 5 revised with new screens showing the EDIT button.

Please review the attached pages.

**Changes/errors**

1. Mark any changes/errors on the pages.
2. Sign and date in the "Returned for Changes as Indicated" area below.
3. Return **directly** to **Maria Alvarez**, Technology Delivery, Documentation Unit.

**Approved for Distribution**

1. Sign and date in the "Approved for Distribution" area.
2. Route to next Reviewer/Approver.

Reviewer/ Approver	Approved for Distribution	Date	Returned for Changes as Indicated	Date
K. Bray	<i>[Signature]</i>	1/29/10		
M. Kneipple	<i>mlk</i>	1/28/10		
V. Dawkins				
L. Castro	<i>[Signature]</i>	2/01/10		

Please return to: #9410 Information Technology Services/Technology Delivery/Documentation Unit **Maria C. Alvarez.**

Telephone: 3959; Fax (305) 995-3469



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



**Be a School Volunteer** is a Web-based application developed to facilitate and expedite the process of becoming a school volunteer. Employees, Parents, Students and Community members will be able to apply online to different locations for different service activities.

Parents/Guardians and Community members must have an account with Miami-Dade County Public Schools (M-DCPS) to be able to access the **Be a School Volunteer** application on the Portal. This user guide will provide instructions on how to apply to become a school volunteer.

See these user guides to register for an account:

- **Parent Account Registration**  
<http://myportal.dadeschools.net/parent/>
- **Community Account Registration Process**  
<http://myportal.dadeschools.net/community/>

**Note:** If you are a Parent/Guardian with a joint Parent Account, and both Parents/Guardians would like to participate in the volunteer program, one Parent/Guardian will use the Parent Account to apply for the volunteer program through the Parent Portal. The other Parent/Guardian must register through the Community Portal to obtain a Community Account. With the Community Account, apply for the volunteer program in the Community Portal. [See the **Community Account Registration Process user guide, step by step instructions:** <http://myportal.dadeschools.net/community/>.]

## Getting Started

To access the Portal,

- ▼ **Open** the Internet browser
- ▼ **Type** [www.dadeschools.net](http://www.dadeschools.net)
- ▼ **Click** **Community** tab or **Parent** tab

On the [dadeschools.net](http://dadeschools.net) **Community** or **Parent** page,



- ▼ **Click** **Login to Portal**

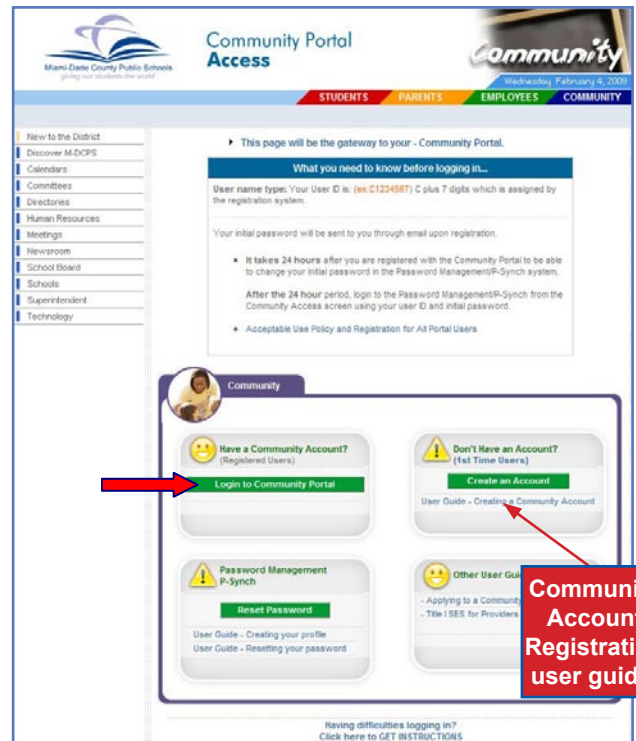
The **Portal Access** page displays.

## Log in to the Community Portal

Continue here to access the Community Portal.

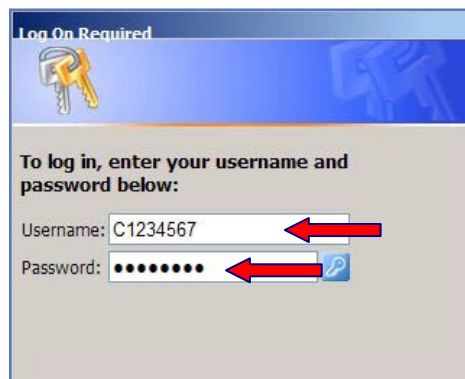
**[To access the Parent Portal, go to Login to the Parent Portal section, on page 2.]**

From the **Community Portal Access** page,



- ▼ **Click** **Login to Community Portal**

The **Log in** screen will display.



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

The **Community Portal** page will display.

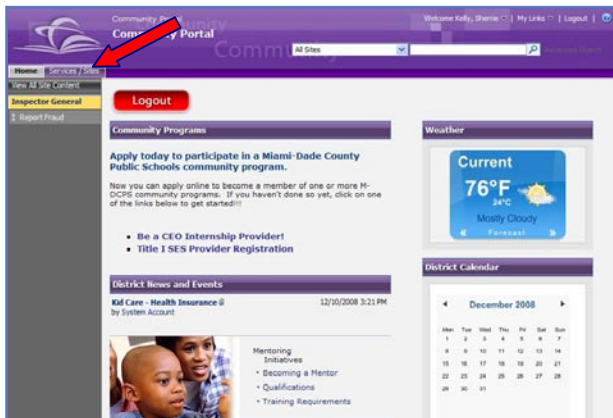


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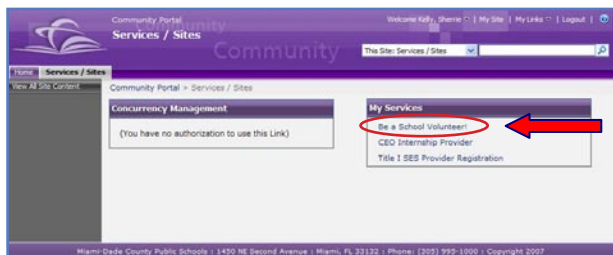
## Community Portal - Services and Sites

From the Community Portal page,



▼ Click **Services/Sites** tab

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



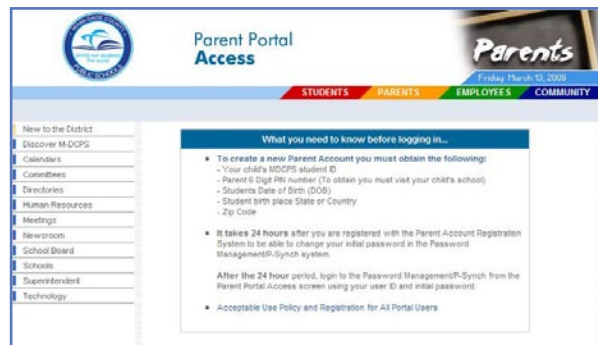
▼ Click **Be a School Volunteer**

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

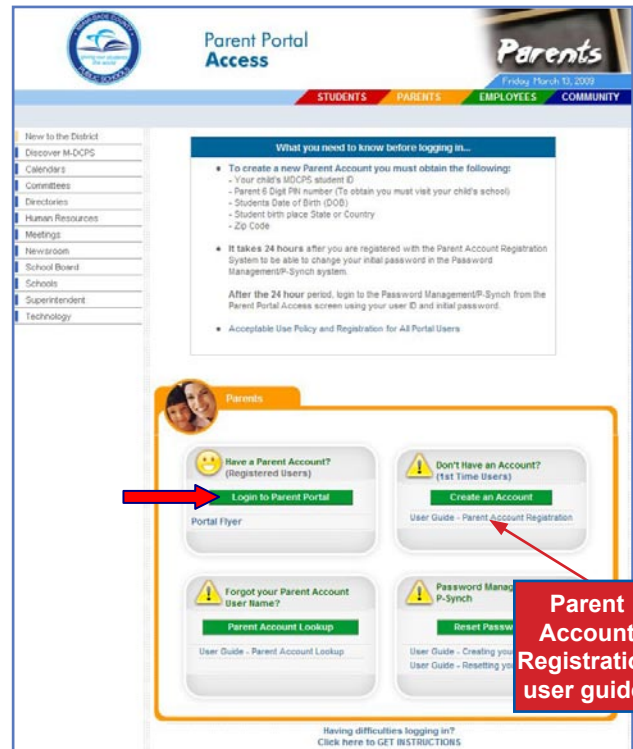
*[To continue, skip the next two Parent sections and go to Volunteer Registration on page 3.]*

## 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>.]**

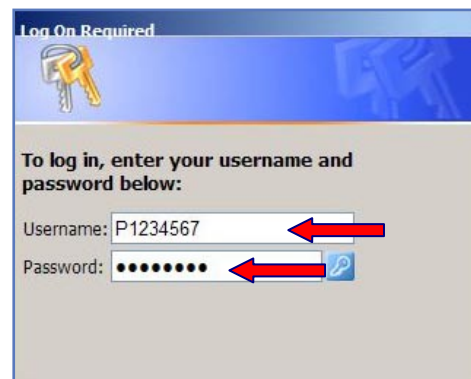


From the **Parent Portal Access** page,



▼ 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.

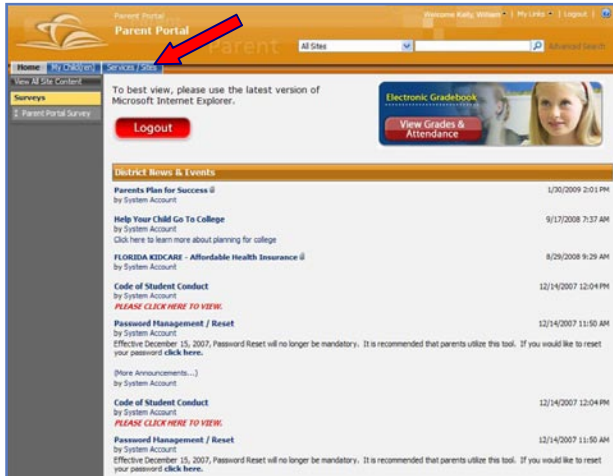


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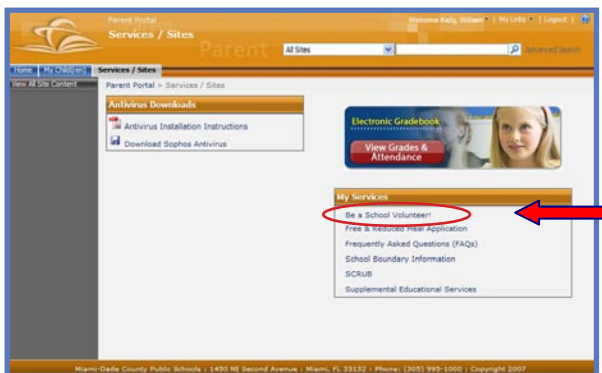
## Parent Portal - Services and Sites

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 #, 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,

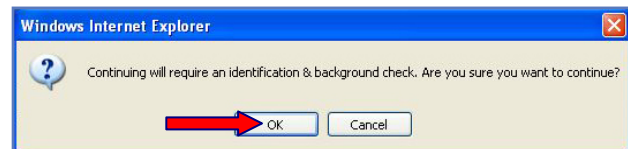
▼ **Type** required information

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.



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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 can select additional activities at other schools while you wait for Level 2 approval (fingerprinting).

Check the status of your application, (approved or denied), under the **Messages** section, in the **Volunteer Interests** 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** 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.



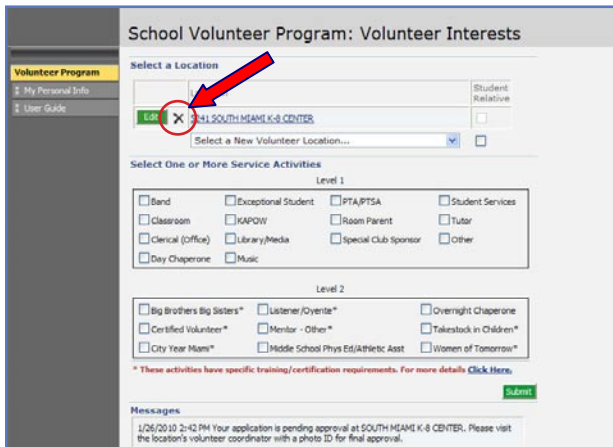
# BE A SCHOOL VOLUNTEER (For Parents and Community Members)



## 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.

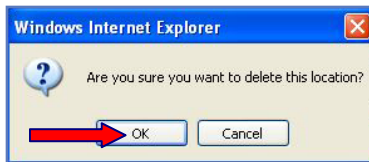
From the **School Volunteer Program - Volunteer Interests** page,



▼ 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.

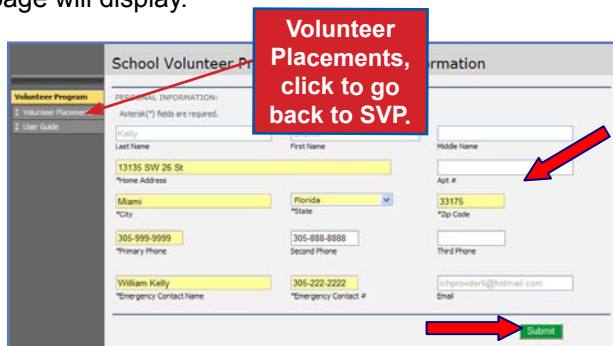
## My Personal Info

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>.