

## NEW ADDITIONS VOLUNTEER PROCEDURES

**BROWSER:** Using Google Chrome or Internet Explorer is the best way to log on to the new system. Log on to [ocps.samaritan.com](http://ocps.samaritan.com)

### WHAT DO I DO TO GET STARTED?

**IMPORTANT** – Find your category: Previously Registered, New Volunteer/Partner in Education or Existing Partner. Follow the appropriate steps identified.

Get your new User ID Log-In and Password. Remember to write these down, because you will need these to log on to the computer when you arrive at school.

New Volunteer and Partner in Education Users Steps: (First time applicant)

Before creating your account to “Log-In”

1. Search for any opportunity with OCPS school or department by clicking on “Search Opportunities”.
2. Select an opportunity. Volunteers: if this is your first-time registering for an opportunity, sign-up for the opportunity called “Become an ADDitions School Volunteer”
3. After the opportunity is selected, you will be prompted to create your Profile.

### FORGOT PASSWORD

Go to the Login page, click on forgot password. Complete form and new password will be emailed to you. Previously registered volunteers, your password will be sent to your last updated email in the old volunteer management system.

**HOW DO I EASILY NAVIGATE THROUGH THE FORM?** Go from “tab” to “tab” within the Volunteer Profile to complete all fields.

**VOLUNTEER PROFILE INCLUDES A PHOTO – PHOTOS ARE USED FOR THREE REASON:** Identify the applicant, volunteer dashboard and at the Sign-in station. If you do not have the ability to upload a photo, when you sign-in at the front office you will be asked to pose for your picture. Your photo will be captured and attached to your volunteer profile.

**HOW DO I KNOW IF I AM ELIGIBLE TO VOLUNTEER:** Check your Volunteer Dashboard. Look for “Status” located under the volunteer profile photo. Status definitions can also be found by clicking on “What does status mean?”

**\*\*When finished with the application, remember to go in and Search for Opportunities at Waterford Elementary (ie. Become and ADDitions Volunteer, Lunch with your child, Field Trip Chaperone etc. More opportunities will be added as the year progresses. Click on the link and then Sign Up for that opportunity. You will then be placed by the ADDitions Coordinator.**

**Remember:** You will have a Dashboard in which you can Edit Profile, Search for Opportunities, My Placements, View Calendar, Report Service/Survey, View Hours and My Request. This is where you can log in your volunteer hours under Report Service.