

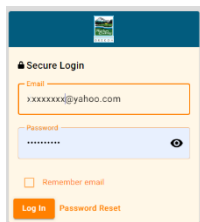


**Use the Volunteer Information Center to keep your contact information up to date, enter service hours, upload documents or certifications, and manage your message preferences.**

## CREATE AN ACCOUNT

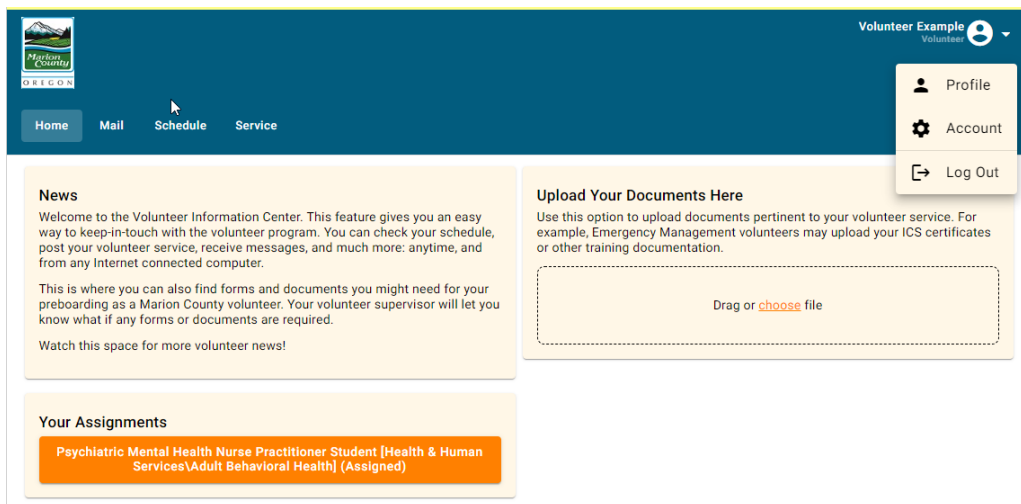
Visit <https://www.co.marion.or.us/HR/VOL> and follow the “Volunteer Account Access” link (under the side navigation) to create your log-in/password. The direct link is <https://www.volgistics.com/vicnet/18691>.

You can access the Volunteer Information Center using your web browser or the mobile app. The mobile app is available in the App Store or from Google Play.



**Your email address is your log-in name.** If this is the first time you are logging in, you will need to create your account using the “Password Reset” link on the log-in screen. Follow the instructions in the email, which will come from “Marion County, Oregon”.

## NAVIGATING THE VOLUNTEER INFORMATION CENTER



- Use the “Profile” tab to update your contact information, emergency contact information, add your birthday, or upload your photo.
- Use the “Account” to manage your message preferences or change your password.
- Use the “Home” screen to see your volunteer assignments and to upload documents pertinent to your volunteer service.
- The “Mail” tab will include any messages sent out by your volunteer manager.
- Unless you are a volunteer with the Dog Shelter, you won’t use the “Schedule” tab. If you volunteer for the Dog Shelter, you’ll be able to see your scheduled shifts or sign-up for shifts.
- Use the “Service” tab to post your volunteer hours. Please note you are not able to post hours during the application process. Once you are on-boarded and considered an active volunteer you are able to post your hours. Note – once you have added hours, you will not be able to edit an entry. Please contact your volunteer supervisor or the Volunteer Services Coordinator to correct any time entries.

**Questions or issues? Contact Marion County Volunteer Services at [volunteer@co.marion.or.us](mailto:volunteer@co.marion.or.us) for assistance.**