Using the Greenville County School District Volunteer Portal

The GCSD Volunteer Portal allows our volunteers to easily manage their volunteer activities – sign up for events, track hours, view and update their profile, change their password, and communicate with other volunteers. Upon approval as a volunteer, you will be sent an email providing you instructions on how-to access the Portal.

1. Access Volunteer Portal
   - Locate your volunteer approval email and click the link to access the Volunteer Portal.
   - Create a new password and then log in with your email address and new password.
   - Bookmark the Raptor Volunteer Portal website for future access.

2. View your volunteer hours
   - Click the Hours tab and view a history of the hours you’ve volunteered.
   - Click Details to view specific information about the logged hours.
   - Click Add Hours to report the hours you worked and optionally associate them to an event.

3. Manage your events
   - Click the Events tab to view upcoming events.
   - Click Details to view specific information about an event.

4. Email other volunteers
   - Click the Community tab and select the volunteers you want to send an email.
   - Create the email and click Send.

5. Allow other volunteers to contact you
   - Click the Preferences tab to specify how other volunteers can contact you.

6. Change your password
   - Click Profile and select Change Password, as needed.