# 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.
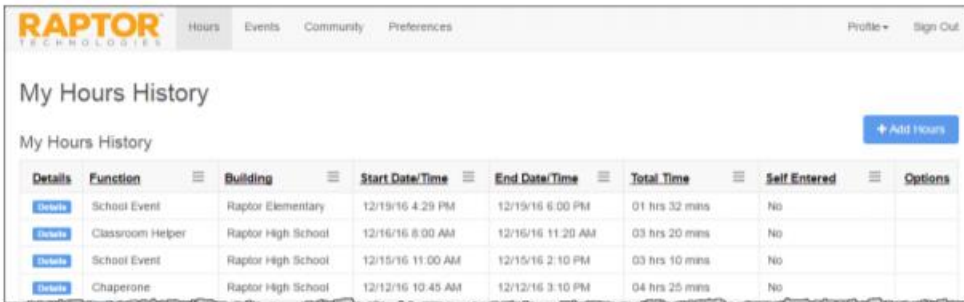
## ❶ Access Volunteer Portal

- ➢ 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.
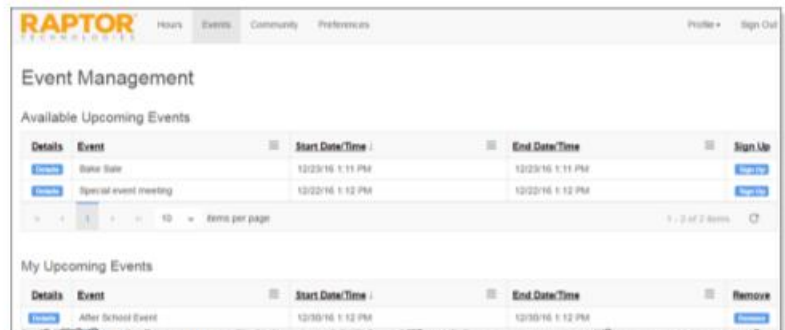- ➢ Bookmark the Raptor Volunteer Portal website for future access.



## ❷ 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.
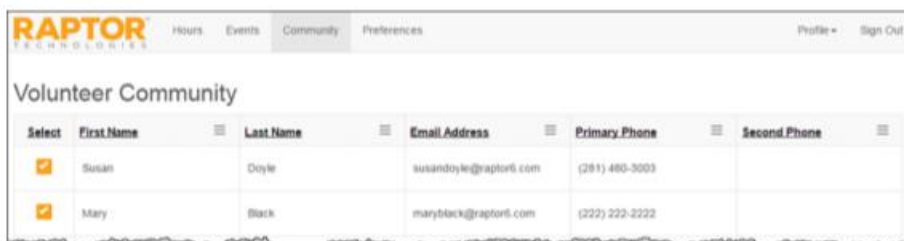- ➢ Click **Add Hours** to report the hours you worked and optionally associate them to an event.



## ❸ Manage your events

- ➢ Click the **Events** tab to view upcoming events.
- ➢ Click **Details** to view specific information about an event.



## ❹ Email other volunteers

- ➢ Click the **Community** tab and select the volunteers you want to send an email.
- ➢ Create the email and click **Send**.



## ❺ Allow other volunteers to contact you

- ➢ Click the **Preferences** tab to specify how other volunteers can contact you.



## ❻ Change your password

- ➢ Click **Profile** and select **Change Password**, as needed.