Volunteer Portal - New User Process Documentation

1. Follow the link to the volunteer application page.

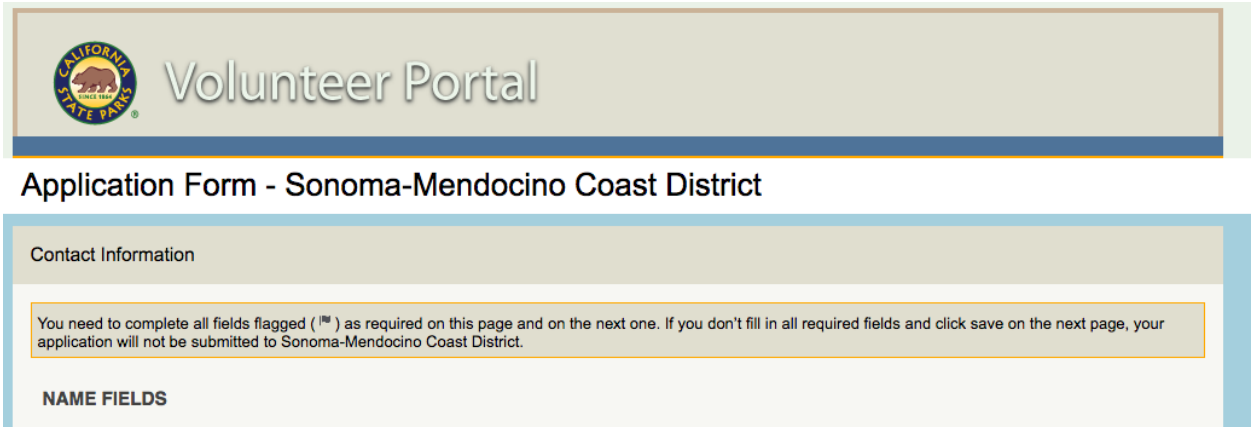
2. Log into the volunteer portal system:
    a. You will need to create a new profile. In the “I am new to MyVolunteerPage.com” section

→ Enter a username of your choosing (it must be 6 or more characters and not already in use).

→ Enter your email address into the “Email Address” line and “Verify Email Address” line

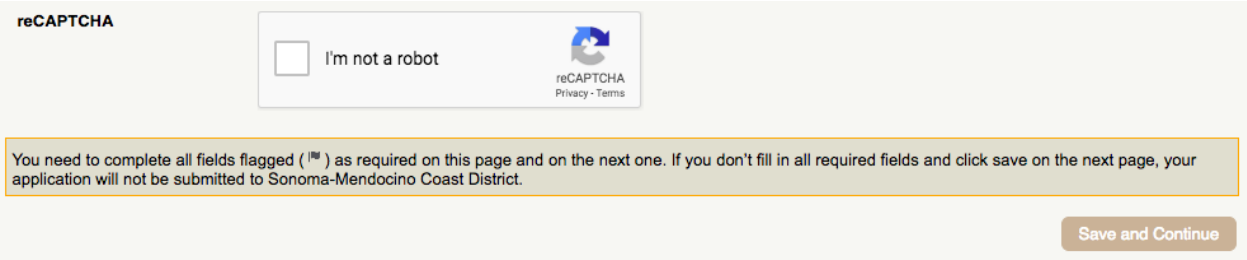
→ Hit the “Save and Continue” button.

3. You will be redirected to the Application Form - complete the form fields.



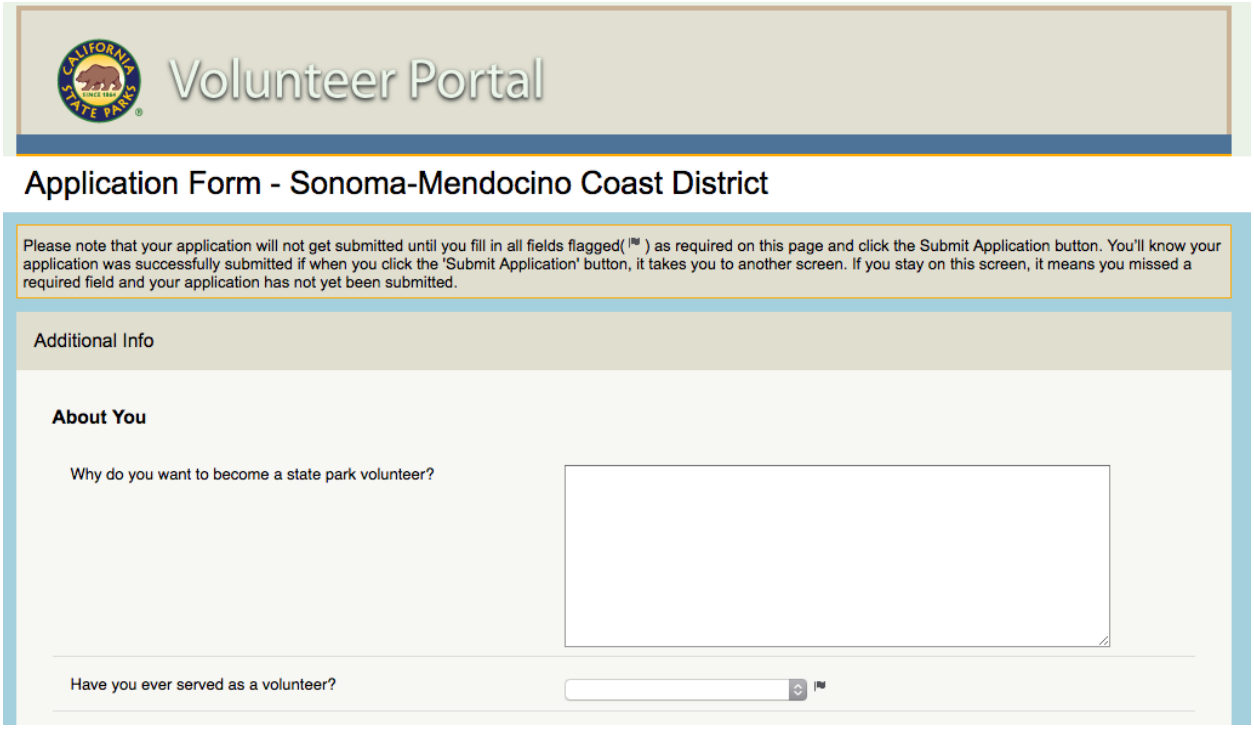
All fields are preferred but required fields are marked by a flag icon:

→ Don’t forget to check the reCaptcha box

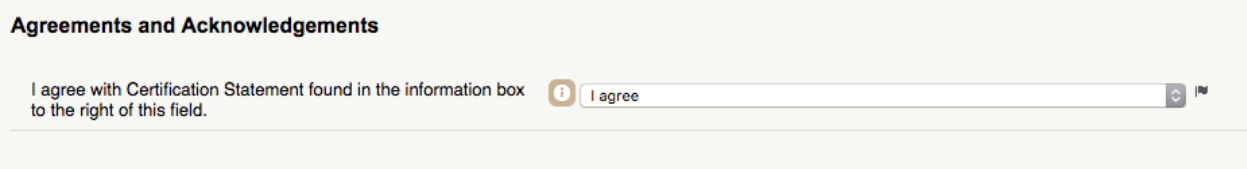


→ Hit the “Save & Continue” button

4. You will be redirected to the second page of the Application Form - complete the form fields.



5. Read and agree to the Certification Statement



6. Submit the application