How to Report
Your Service Hours Online

How to Log-in

1. Go to https://www.volgistics.com/ex/portal.dll/?FROM=27467.

2. Enter your **'Login name'**, which is your email address. This could be your work or personal email, but it is the email at which you have received your VicNet login information.

3. Enter your **'Password'**. The first time, this will be a temporary password that was emailed to you.

4. **If you forgot your password**, click on **'Forget your password?'** and a new password will be sent to you.

Log Your Service Hours

1. Once you are in your online volunteer account, select **'Post Your Hours'** or the **'Timesheet'** tab. You will end up in the same place.

2. Select the appropriate **Beginning and Ending Date** for your period of service.

3. Select the **Appropriate Assignment** for your service activity.

4. Select the **Number of Hours and Minutes** you served during this period of time.

5. Select **'Continue'**.

6. On the next page, select **'Yes'** and your hours have been entered!

7. As you continue to enter your hours, you will start to see your service adding up on your **'Timesheet'**.

Change Your Login Password

After you login the first time, go to the **'Account'** tab. This is where you can change your temporary password to something more personal and easy for you to remember.