



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'**.

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

TUALATIN HILLS
PARK & RECREATION DISTRICT

Volunteer Information Center

Volunteer information for **Melissa Marcum**

Home My Profile My Schedule My Service History **Time Sheet** Account

Instructions
To post your hours, enter your service information in the Time Sheet box and then click the "Continue" button.

Time Sheet

Please confirm your entry:

You served between: March 1, 2016 and March 28, 2016
Assignment: Bauman Woods [Natural Resources Department\Adoption Program]
Hours: 10:15

Is this correct?

Yes Click Yes to save this entry
No Click No if you want to make a change

Your recent service entries:
None

For your complete service history select the "My Service History" tab.

Exit

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

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Volunteer information for **Melissa Marcum**

Home My Profile My Schedule My Service History **Time Sheet** Account

Instructions
To post your hours, enter your service information in the Time Sheet box and then click the "Continue" button.

Posted

Thank you for volunteering at THPRD! Your service hours have been recorded. If you need to make another entry now, click "Another."

Another

Your recent service entries:

Date	Assignment	Hours
03-01-2016	Bauman Woods [Natural Resources Department\Adoption Program]	10:15

For your complete service history select the "My Service History" tab.

Exit

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.