



VOLGISTICS' VICNET VOLUNTEER SIGN-UP

UWOFA 2018

If you encounter problems, email uwofaservices@gmail.com

Account Set Up

1. GO TO VICNET PORTAL

To access the Volunteer portal,
you need to go to the VicNet site:
[https://www.volgistics.com/ex2/vicnet.dll/
?from=386773](https://www.volgistics.com/ex2/vicnet.dll/?from=386773)

→ you'll see the page below:

Enter your email address and your volunteer information center password.

Login

name:

Password:

[Forgot your password?](#) [Help](#)
[Need a password?](#)

[Close This Window | Privacy Policy](#)

2. CREATE PASSWORD

Click on the "Need a password" link

Enter your email address and your volunteer information center password.

Login

name:

Password:

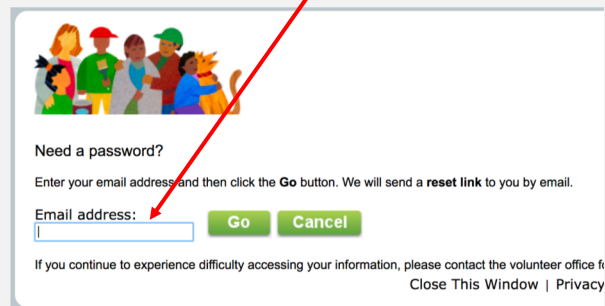
[Forgot your password?](#) [Help](#)
[Need a password?](#)

[Close](#)

Account Set Up

3. PASSWORD RESET EMAIL

To get a password reset email, you need to use your **UWO** email address (you're listed in the Volgistics system via your UWO email)



Need a password?

Enter your email address and then click the **Go** button. We will send a **reset link** to you by email.

Email address:

Go **Cancel**

If you continue to experience difficulty accessing your information, please contact the volunteer office for assistance. [Close This Window](#) | [Privacy](#)

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4. CHECK UWO EMAIL

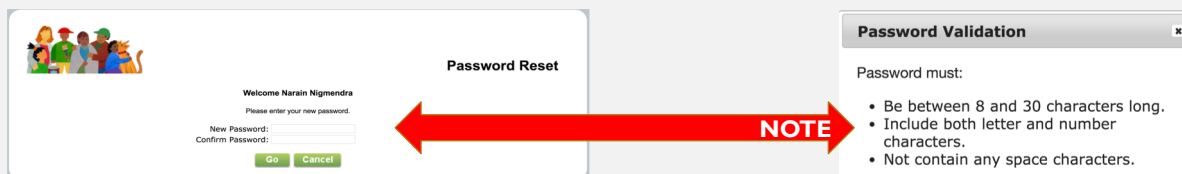
NEXT: Check your UWO Email for the Reset Password Link

UWOFA
 • **Volunteer Information Center password** Yesterday
 Below is the password information you requested. Use the...

Below is the password information you requested. Use the login name, and link to set your password, that appear below to access your information at the volunteer information center.
 Your login name is: nnarain@uwo.ca
 Follow the URL to reset your password:
<https://www.volgistics.com/ex/core.dll/process?reset=jhLyeAxP17UAGBRMtiU0QFNW>
 If you continue to have trouble accessing the volunteer information center with the credentials provided, please contact the volunteer office.

Account Set Up

5. ENTER YOUR CHOSEN PASSWORD (NOTE IT)



Welcome Narain Nigendra
 Please enter your new password.

New Password:

Confirm Password:

Go **Cancel**

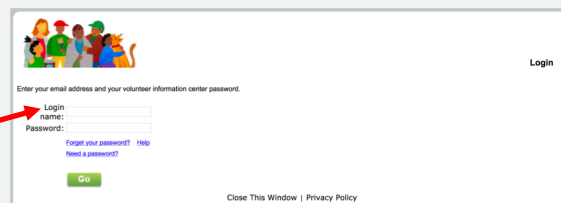
Password Validation

Password must:

- Be between 8 and 30 characters long.
- Include both letter and number characters.
- Not contain any space characters.

6. RE-LOGIN INTO VICNET

- **Site:**
<https://www.volgistics.com/ex2/vicnet.dll/?from=386773>
- **Login name = your email address**
- **Password = your created password**



Enter your email address and your volunteer information center password.

Login name:

Password:

[Forgot your password?](#) [Need a password?](#)

Go

[Close This Window](#) | [Privacy Policy](#)

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Account Set Up

7. ENTER VICNET

8. CLICK MY PROFILE > FILL IN INFO > SAVE

Volunteer information for Nigmendra Narain

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

Instructions

The following information is currently on file in your volunteer record. To update you provided. Click any of the "Save" buttons to save your changes or additions.

Contact Information

First name: Nigmendra
Last name: Narain
Title: Choose ▾
City: London
Postal code: N6A 5C2
Cell phone: (519) 123-4567 ☒ OK to call me here
Email address: nigmendrauw@aol.com

Save

*** NOTE: If you change (not required) your Email address to a non-UWO email, then that non-UWO email becomes your Login Name**

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Account Set Up

OPT-IN TEXT MESSAGING (OPTIONAL)

CLICK ON ACCOUNT

> SCROLL TO MESSAGE
PREFERENCES

> FILL-IN CELL#

> SELECT PREFERENCE:
EMAIL/TEXT ALERT OPT-IN

> SELECT TIMES

> CHECK T&C

> CLICK SAVE

Volunteer information for Nigmendra Narain

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

Instructions

The following information is currently on file in your volunteer record. To update you provided. Click any of the "Save" buttons to save your changes or additions.

Message Preferences (Email / Text Messaging)

Use this section to opt-in and opt-out of text messaging (also known as "SMS"). You can change preferences for how you would like to receive messages, whether as emails, text messages, or none.

1. Please Enter Your Mobile Device Number:

Volunteer Alerts sends reminders, alerts, and custom messages from System Operators and Coordinators using text messaging (SMS). Please tell us where we can send messages:

Enter a mobile phone number: 519-123-4567 Your country: Canada

This is a required field.

Supported Carriers: AT&T, Sprint, Nextel, Boost, Verizon Wireless, U.S. Cellular®, T-Mobile®, Cellular One, Cingular, Cincinnati Bell, Alltel, Virgin Mobile USA, Cellular South, Unicom, Centennial and Netel.

2. How do you prefer to receive these types of messages?

Automated Messages

Text ☒ Email ☐ None ☐ Schedule reminders

Custom Messages

Email ☒ with text notifications ☐ None ☐ Electronic newsletters ☐ Recruitment appeals

3. When would you like to receive automated messages, such as schedule reminders?

Between these hours: 6:00 am and 11:00 am

Your time zone: (GMT-05:00) Eastern Time (US & Canada)

4. ☒ I agree to the Terms and Conditions.

[Click to view the full Terms and Conditions and Privacy Policy.](#)

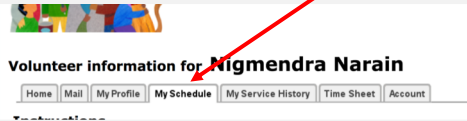
Save

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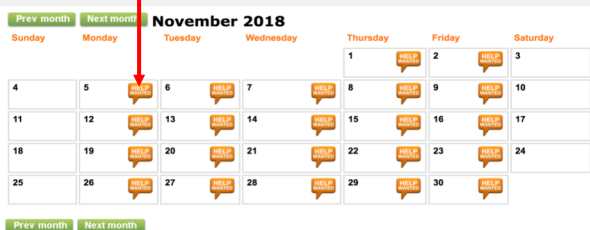
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Picking Your Shifts

9. CLICK "MY SCHEDULE"

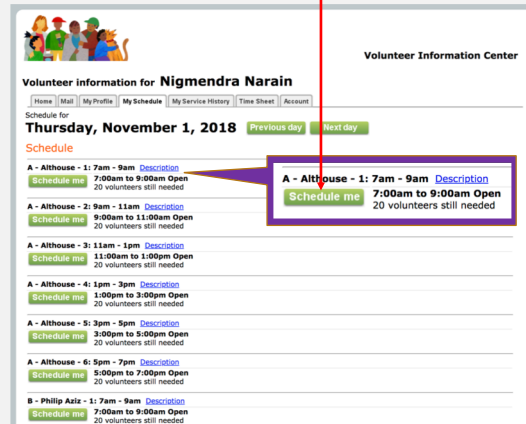


10. CLICK ON "HELP WANTED" ON ANY DAY



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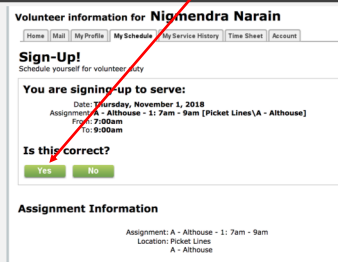
11. BROWSE AND SELECT "SCHEDULE ME" (REPEAT FOR TIMES & SHIFTS PREFERRED)



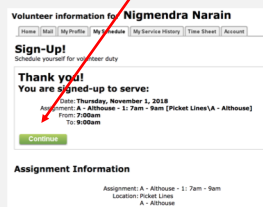
7

Picking Your Shifts

12. CLICK TO CONFIRM SELECTION

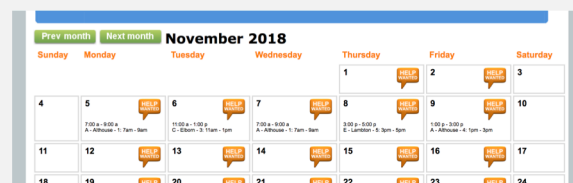


13. CLICK CONTINUE TO REPEAT*



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SCHEDULE WILL AUTOMATICALLY UPDATE

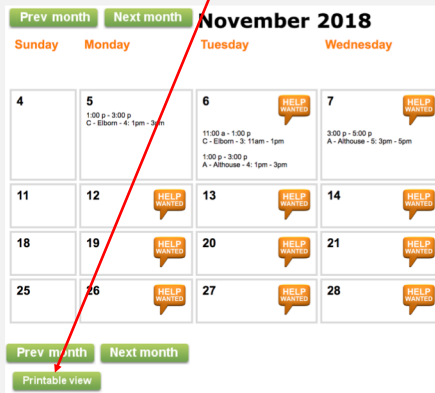


* If you want to do your 5 shifts for the week on one day, you can do so through this system: just keep adding yourself to shifts on the same day [note there are 6 shifts per day]

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Printing Your Schedule

1. TO PRINT YOUR SCHEDULE, CLICK "PRINTABLE VIEW"



2. NEW PAGE WITH YOUR SCHEDULE SHOWN
→ PRINT WEB PAGE AS PER USUAL

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Volunteer information for Nigmendra Narain

November 2018 Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 7:00 a - 9:00 a A - Althouse - 9am	6 11:00 a - 1:00 p C - Elborn - 3: 11am - 1pm	7 7:00 a - 9:00 a A - Althouse - 1: 7am - 9am	8 3:00 p - 5:00 p E - Lambton - 5: 3pm - 5pm	9 1:00 p - 3:00 p A - Althouse - 4: 1pm - 3pm	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

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Any VicNet Problems? Email uwofaservices@gmail.com

SEE YOU ON THE PICKET LINE! ☺



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