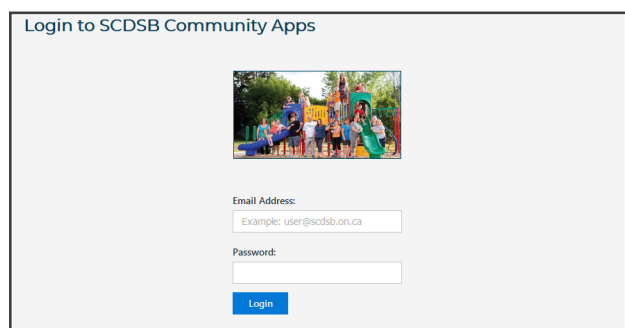


How to update your profile and add a school on the Volunteer Portal

This guide covers how to update the information in your Community Apps profile, as well as adding a new school.

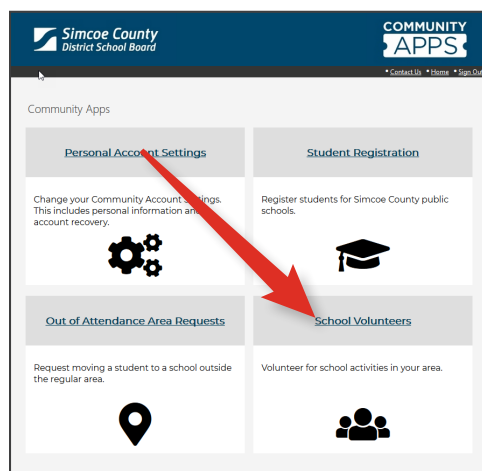
Updating your profile information

After opening the **SCDSB Community Apps page** found on the volunteer page of your schools website, click the **Login To Community Apps** button, and login with your username and password.



<https://www1.scdsb.on.ca/app/CommunityPass/Welcome>

Select **School Volunteers**.



Click the profile button on the top right to open your current profile information.



Make the changes to your profile.

Simcoe County District School Board APPS

Profile

Volunteer Profile

Required fields are marked with an asterisk (*).

Login Email Address: jhalpert@dundermifflin.com

Legal First Name*: Jim

Legal Last Name*: Halpert

Middle Name: Duncan

Birth Date: October 1, 1978

Primary Phone Number*: 705-555-0134

Alt ernate Phone Number:

Alternate Email Address:

Note: Automated messages will be sent to both primary and alternate email addresses

Request Name Change

Click **Confirm** when finished.

Experience

Please describe your previous volunteering experiences:

Have you ever been terminated from a volunteer position? Yes No

Confirm Cancel

Adding a school to your account

From the start page click **School Volunteers**.

Personal Account Settings

Student Registration

Out of Attendance Area Requests

School Volunteers

Click the **Add School** button to select a school.

Criminal Record Check Incomplete

Accessibility Training Complete

Schools Where I Volunteer - Click on a button for more details

Add School

Announcements

From the drop down list, select the school you wish to volunteer at, and select Confirm. **Additional schools may only be requested after the approval process has been completed with the initial school requested.** Each school admin will need to approve your request before you can volunteer.

Select the school you want to volunteer at and click Confirm which will send a request to the school.

What school do you want to volunteer at? Adjala Central Public School

Confirm Cancel