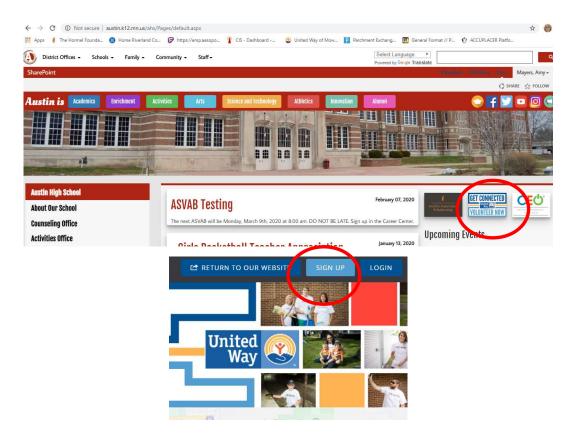


Step 1: Creating a Get Connected Account



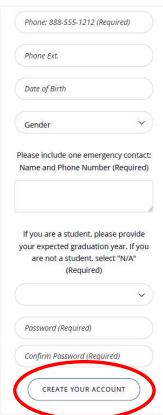
- Click on the Get Connected link on the Austin High School Website
- Click on the SIGN UP icon.
- It will take you to the form to create an account.

Step 2: Complete the form and click on Create Your Account

Step 1 of 2: Create an Account

Already have an account? Click here (/user/login/)
Want to sign up your agency? Click here (/agency/signup/)

OR	
First Name (Required)	
Last Name (Required)	
Email (Required)	
Company	
Job Title	
Address Line 1 (Required)	
City (Required)	
Select a State (Required)	~
Zip Code (Required)	

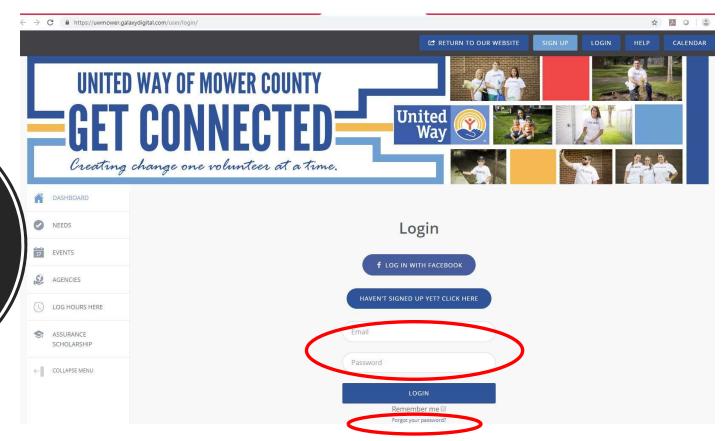


By clicking "Create your account" I agree to the terms and conditions of this site (/home/privacy/) and Galaxy

Digital (https://www.galaxydigital.com/privacy-policy/), and I am at least 13 years of age.

- Use your AHS email account
- Company name is Austin High School.
- Job Title is student.
- Enter your home address, your cell number (ignore phone ext), DOB, Gender
- Name and phone number of parent or guardian
- Be sure to enter your graduating class.
- Create a password you will remember. Write it down.
- Click on CREATE YOUR ACCOUNT

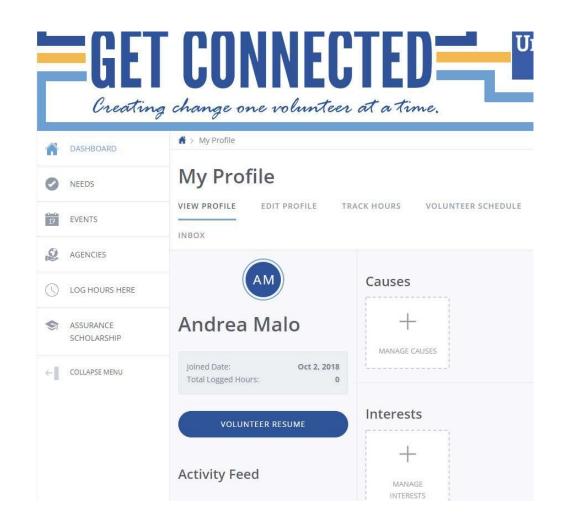
Step 1: (For those who already have an account). Login To Get Connected

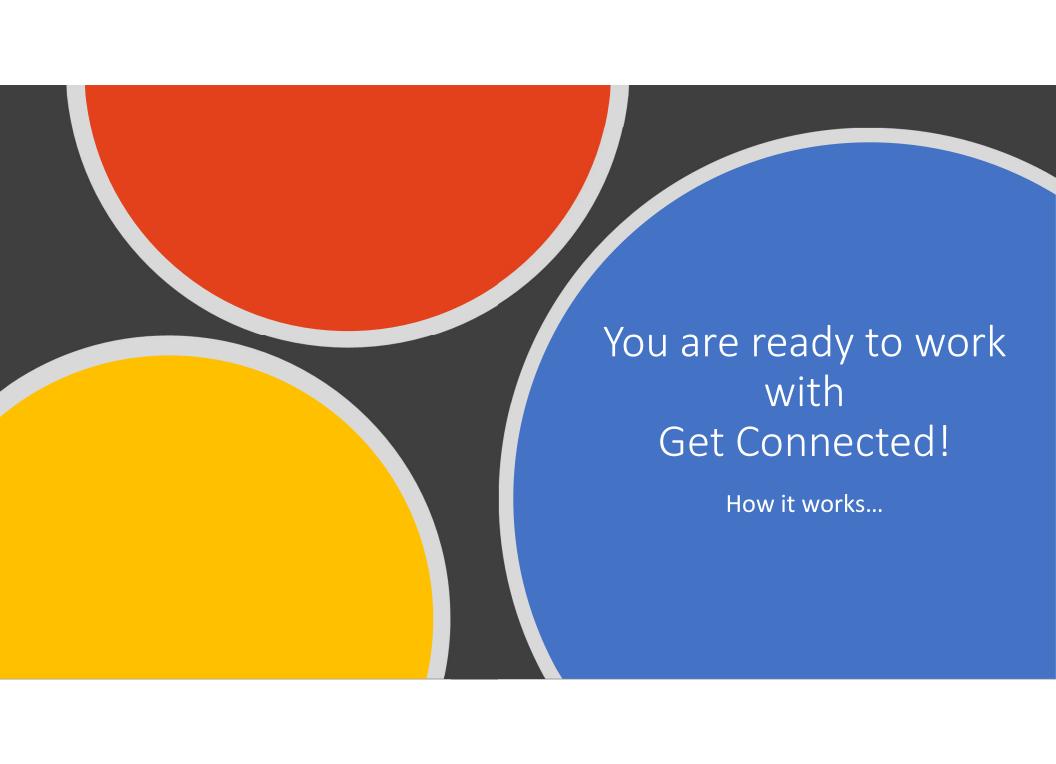


- Enter your school email and the password you signed up with and Click login.
- If you forgot your password, click on Forgot your password? To recover the account. Follow the instructions.

Step 3: Update Profile

- Verify information
 - It is important to update whenever anything changes
 - Adding a recent photo helps identify you when you arrive to volunteer
- Select Causes
 - · Bettering the Community
 - Use for Austin Assurance Scholarship
 - Select at least 2 others
- Select Interests
 - · Bettering the Community
 - Used for Austin Assurance Scholarship
 - Select at least 2 others
- Agencies Fanned
 - Select Agencies you want to follow and learn about possible volunteer opportunities from
- Select Update Profile





The Dashboard

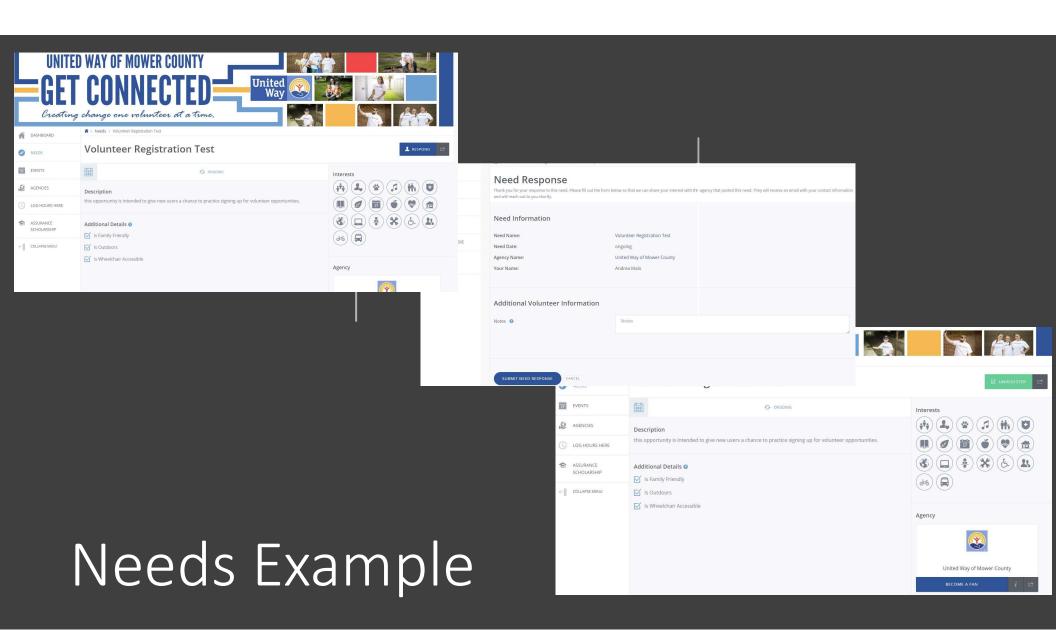
- Keeps Track of Hours Volunteered
- Can Print a resume of hours completed



Needs

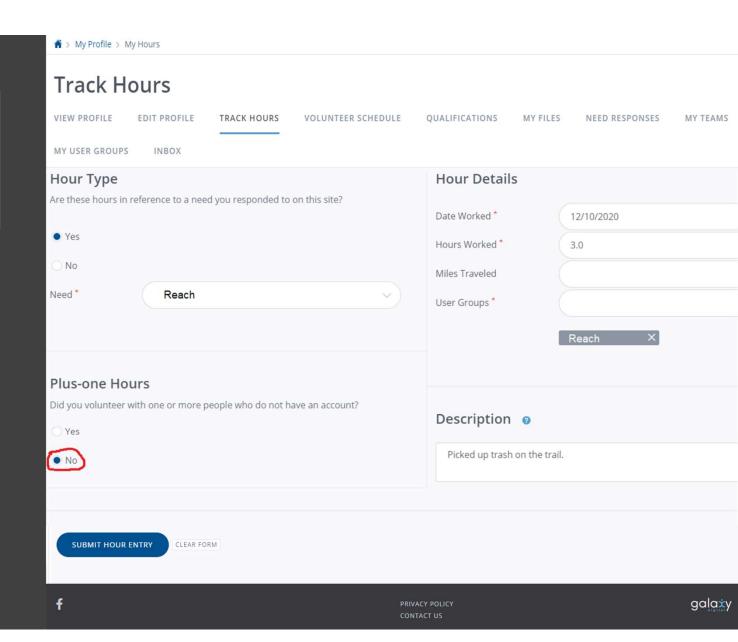
- List of volunteer opportunities available in the community
- Select view details to learn more about the need





Log Hours Here

- Each time you complete a volunteer activity you will need to log into Get Connected and submit your hours.
- If you used the get Get Connect program answer yes, the number of hours and submit
- ALWAYS answer no on the Plus-one hours.



Log Hours Here

- If you volunteered, but did not use the Get Connected site, select no, give a description, date, and number of hours, submit your entry
- Then list someone who can verify your volunteer hours. There is a field to enter the email address. If you only have a phone number, put it in the description box
- ALWAYS answer no on the Plus-one hours.

