



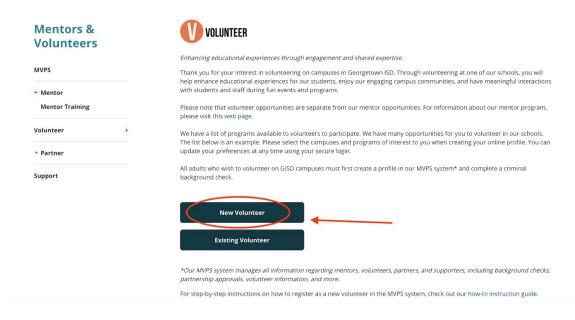
MVPS System: How to Register to become a volunteer in Georgetown ISD with the MVPS (Relatrix) System

Welcome to the new Georgetown ISD Mentor/Volunteer/Partner System (MVPS). We appreciate your interest in serving our students and schools. This is a new system for the 2019-2020 school year, and your registration is required.

The following instructions are for New Users. Please follow the steps below to set up your account.

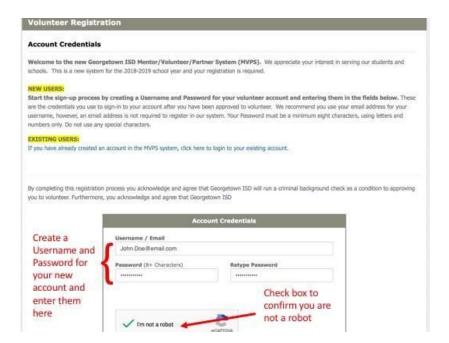
Step 1 To begin the registration process, go to this page: https://www.georgetownisd.org/site/Default.aspx?PageID=16902

Click on the New Volunteer Button to go to the Relatrix system.



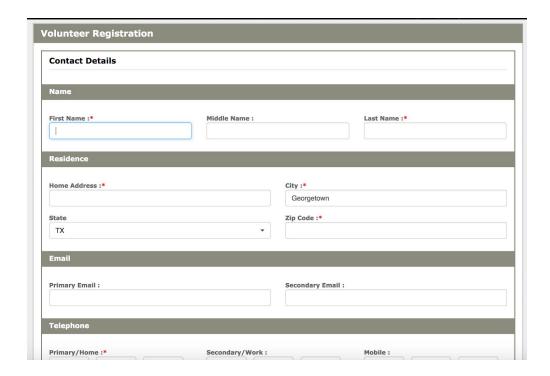
Step 2 Create a Username and Password for your volunteer account by entering them in the provided fields.

- You can use any Username you wish, unless it's already being used by someone else. We recommend you use your email address for your Username, however, an email address is not required to register in our system.
- Your Password must be a minimum of eight characters, using letters and numbers only. Do not use any special characters.
- These are the credentials (Username and Password) you will use to sign-in to your account after you have been approved to volunteer. Write down your username and password for future reference.
- Be sure to mark the box that indicates you are not a robot to proceed with the registration process.
- Click NEXT at the bottom of the page.



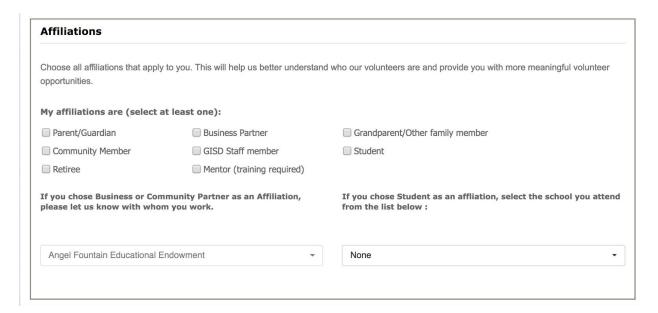
Step 3 Provide the following information:

- Name
- Residence
- Contact Information



Step 4 Identify your affiliations.

This is your opportunity to tell us more about you.



Step 5 Identify the campuses where you want to volunteer. To select a campus, highlight the name and click Add.



Step 6 Identify the activities you want to be involved in as a volunteer. Select any activities of interest to you, highlight the name and click Add.



Step 7 Optional - If you have children who attend GISD schools, you may include their names.

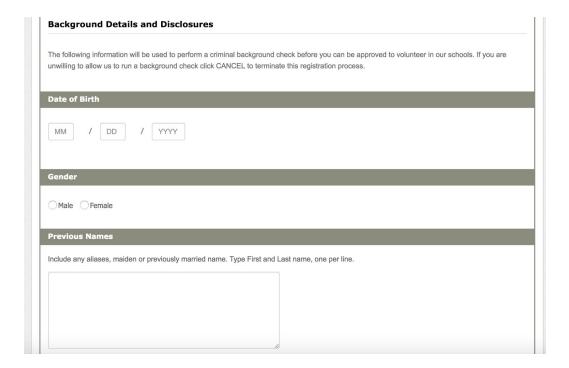


Step 8 Optional - If you want to include other information about yourself, you may list it under "Other Details."

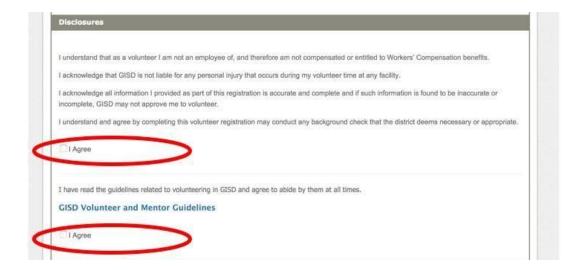
		Include any business, te	echnical or language skills	. If you are a parent or
udent in our school, please add	their name(s).			
		tudent in our school, please add their name(s).		ill help us match you to the right volunteer opportunities? Include any business, technical or language skills tudent in our school, please add their name(s).

Step 9 Provide the following information:

- Date of Birth
- Gender
- Previous names (aliases, maiden names, etc.)



Step 10 Read over and agree to the GISD Disclosures and Guidelines.



Step 11 Click NEXT to complete the process.

Step 12 Automatic Email Notification

If you are approved, you will receive an automatic email informing you of your status. If you registered as a VOLUNTEER, then may IGNORE the Mentor Agreement and Mentor Application Details section of this email.e

##UserFirstName## ##UserLastName##,

Thank you for registering as a volunteer or mentor with ##AppName## and for your interest and commitment to helping our students and schools with your time.

Your background check has been processed and you are cleared to volunteer or mentor in our schools. Your name will be added to the list of approved volunteers/mentors at each of the schools you chose during registration.

Please note that volunteer or mentor clearance is valid ONLY for the current school year. You will receive an email notification each summer that will allow you to opt out of our volunteer/mentor system for the upcoming school year. If you choose not to opt out, a new background check will be processed and you will be notified of your status for the next school year.

If you indicated that you would like to be a mentor, please sign our Mentor Agreement form and full out our Mentor Application Details form so we can learn more about you.

The district may send emails to you about opportunities through the MVPS system using the domain **ezcommunicator.com**.

Additionally, you can log in to our MVPS system any time to select opportunities of interest to you.

Thank you again for registering and we look forward to seeing you on-campus during the school year.

Sincerely,

Communications and Community Engagement Georgetown ISD 512-943-5000