## How do I complete an application (if it was started)?

The full application is two pages long, and you have only completed page 1. We cannot complete the registration without logging back in and completing the full application AND online orientation. Follow these instructions:

- 1. Go to https://dallasisd.voly.org
- 2. Click the RED LOG IN button
- 3. Log in with your email and password that you created.
- 4. Once logged in, click on My Application in the purple menu bar.
- 5. Then click on Application (in the white menu list on the left)
- 6. Check the consent to background check at the top of the page, and compete the entire form.
- 7. Click the GREEN SAVE/SUBMIT button. You can choose either English or Spanish
- 8. orientation.
- 9. Upon completion of the online orientation please provide an electronic signature.

## How do I complete orientation?

- 1. Go to https://dallasisd.voly.org
- 2. Click the RED LOG IN button
- 3. Log in using your email and password
- 4. Look for the purple menu bar and click My Application
- 5. Now look on the left (in the white) for Orientation and click it
- 6. You will now be able to choose either English or Spanish
- 7. Upon completion of the slide show, please provide your esignature
- 8. AND CLICK THE GREEN SAVE/SUBMIT button.

## How do I "consent to background check" box?

- 1. •Go tohttps://dallasisd.voly.org
- 2. Click on the RED LOG IN button and log in with your email and password
- 3. Once you are logged in look for the purple menu bar and click My Applications
- 4. Now look on the left (in the white) for Application and click it
- 5. •This will open the application. Please make sure you have selected GENERAL for Volunteer
- 6. Type. And PLEASE check the "consent to background check" box (above your name).
- 7. Click the GREEN SAVE/SUBMIT button at the bottom.

## How do I become a fan of the school?

- 1. •Go tohttps://dallasisd.voly.org
- 2. Click on the RED LOG IN button and log in with your email and password
- 3. Once you are logged in look for SCHOOLS to the right of the Dallas ISD logo
- 4. Click the word SCHOOLS
- 5. •Enter School Name in the Search Bar and hit ENTER
- 6. When the School logo appears, click it
- 7. When the School page opens look for the GOLD "Become a Fan" box on the Left
- 8. Click that Gold Box so changes color and says "I am a fan"

## How do I unsubscribe from emails?

- 1. •Go tohttps://dallasisd.voly.org
- 2. Click the RED LOG IN button
- 3. Log in with your email and password that you created.
- 4. Once logged in, click on My Profile in the purple menu bar.
- 5. In the Left side menu list click on Access & Notifications
- 6. •At the bottom of the screen under Notification Settings you can update your email preferences.
- 7. Click the GREEN SAVE INFORMATION button

#### I can't reset my password. What I got from the automated system isn't working.

- 1. •Make sure email is correct.
- 2. •Make sure there are no spaces before or after the password.
- 3. ·Wait 5 minutes.
- 4. •Request a new password.

5. Last option is to request password change from VPS at volunteer@dallasisd.org

# I didn't receive a background clearance email. How do I know if I'm cleared?

You can see your background clearance status at any time.

- 1. Go to https://dallasisd.voly.org
- 2. Click the RED LOG IN button
- 3. Log in with your email and password that you created.
- 4. Once logged in, click on My Application in the purple menu bar.
- 5. Then click on Application (in the white menu list on the left)
- 6. Directly above your name is the current status of your background check.