

Need Help Completing the Volunteer Application?

See step-by-step instructions below!

To successfully complete a volunteer application, ensure you have the following information:

1. Current address, phone number, and email address
2. Name of the school and principal where you wish to volunteer
3. Specific volunteer activity requested (i.e., reader, tutor, office support, field trips, etc.) with as much detail as possible.

Getting Started:

1. Visit the OPS website at www.ops.org.
2. Click the Careers tab.
3. Select the View Current Job Openings tab.
4. Type "Volunteer" in the "Search Job" box and click Search.
5. Click the blue box labeled "Apply for this job!"
6. This will direct you to the SchoolSpring page, where you will need to create an account if you do not already have one.

INSTRUCTIONS TO LOG IN IF YOU ALREADY HAVE AN ACCOUNT

There are two different ways to log in if you already have a SchoolSpring account.

1. Click on the Sign In/Register button in the top right corner of the Job Posting Page ~OR~ Click on the blue "Apply for this Job" button.
2. Using either sign-in method will take you to the SchoolSpring login page. Enter your email address and click continue. You will then be prompted to enter your password. (If you do not remember your password, use the Forgot Password button and follow the instructions.)
3. Once you log in, you'll be directed to the application. Complete each prompt, starting with your personal information. After filling out all the fields, click the blue "Save and Continue" button located at the bottom-right corner of the screen.

INSTRUCTIONS FOR CREATING A SCHOOLSRING ACCOUNT

- Click the Sign-Up button and enter your email address. ****Remember which email you use, as all communication from SchoolSpring will be sent there, and you'll use this email to access SchoolSpring in the future.****
- You will get a confirmation email from no-reply@powerschool.com at the email you provided. Check your spam or junk folder if you don't see it; it might be there. Click on the link to verify your account.
- You will receive a message confirming that your email has been successfully verified. Click on the "Back to SchoolSpring" button, and you will see a notice that your account setup is complete.
- Now, follow the prompts and fill in your personal information.

FILLING OUT THE APPLICATION

1. Fill in all the blanks that have the Required box next to the prompt. If it does not say Required, it is optional to answer.
2. When you reach the Specific Request for Volunteer Activity Page, please be as specific as possible about the activity you are applying for.
3. Read the Drug-Free Workplace information. After reading it, initial and date to confirm. Click Save and Continue.
4. Be sure to watch the short Mandatory Training Video. By clicking the link, you will be directed to an external site. Click the Leave button. After watching the video, press the Back button to return to the application. Once back, initial and date to confirm. Then, click Save and Continue.
5. Read each Volunteer Statement and click "Yes" or "No". After reading and answering each, click Save and Continue.
6. Review your application carefully. At the bottom of the page, check the "I agree" box and initial. Finally, click Submit to complete your application.

****REMINDERS****

Check your email regularly after submitting an application, as all communication from Talent Services will be sent there. You will receive a confirmation email from TalentEd once you're approved to start volunteering. Contact the school to begin volunteering, but do not do so until you receive this email. The principal will also be notified when you are approved.