Volunteer Clock In/Out Process

Please review this step-by-step guide on how volunteers can check in/out through the self-check in kiosk.

- 1. When you arrive for your shift, please go to the Volunteer iPad to clock in.
- 2. You will see the screen below, on the iPad. Please enter your username and password used to create your account at registration. You can also scan the QR code to pull the same screen up on your phone and continue to clock in/out process that way. Please reach out if you have forgotten your username or password, it is very easy to reset them.

Log in.	ur Velunteed In execution	lag in		1 637365			
Username	Administrat				***** \$		
(Forgot your username/passwor	đ?		Scan the G	สมครั้งสรรษม์ R code to login on your m	obile devices.	
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- 3. Once you click "log in" it will prompt a new screen where you can check in and out by clicking the "check in" button and then the blue "done" button. The "in" button will turn green, the "out" button will turn red.
- 4. Repeat steps 2 and 3 to clock out and the end of your shift.

Green Mountain Habitat for Hu	umanity ^{e Home About}	My Volunteer Profile Log off				
Manhattan Drive Project	Self Check In/Self Cl Manhattan Drive	heck Out				
Name	Check In	In Time	Check Out	Out Time	Hours	
Admin Test	(n	12:29	() Not		0	
Project Description	Done All training and tools are provided The workday is from 8am to 3pm Where do I park? Free street par	d. king is available on Mani	hattan Drive.	distributions in a Communicate Teams	Duild as Woman Duild	hanak is
	provided for paid groups. We also	o ask volunteers should p	enough water for the day.	recipating in a sponsored learn	Build or women Build —	funch is