

Using VicNet

What is VicNet?

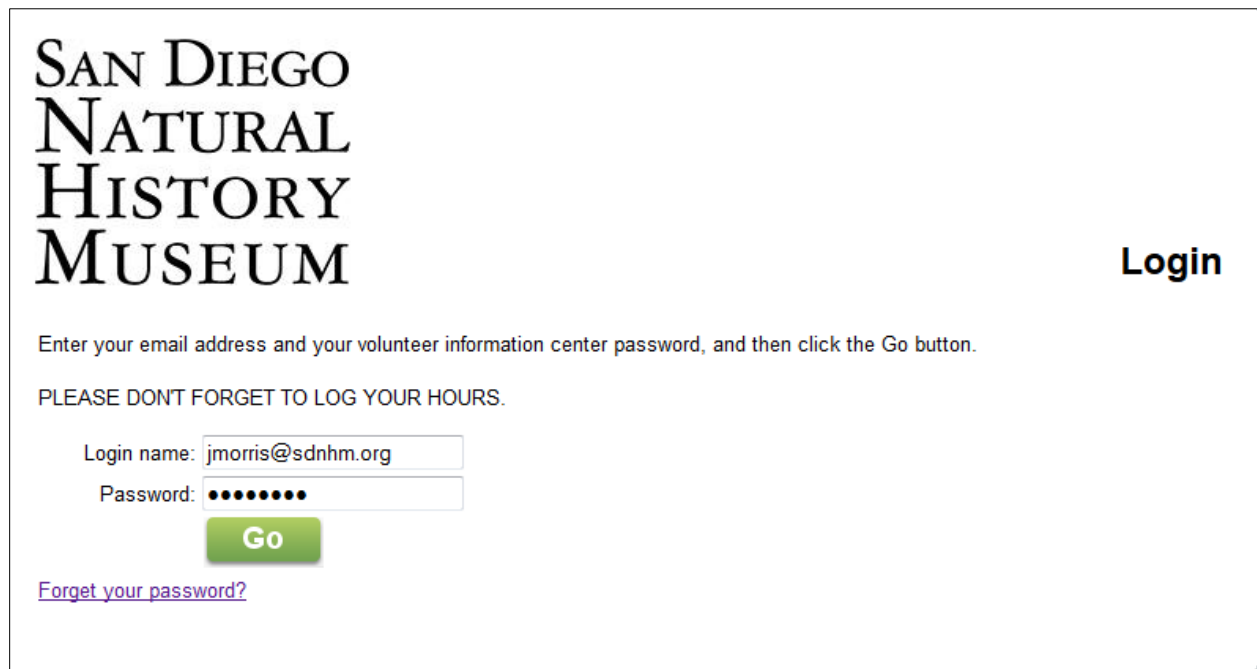
The VicNet module allows volunteers to view and manage schedules; sign-up for vacant schedule openings; print schedules; receive news and messages from the volunteer office; check service records; print service reports, and change VicNet passwords.

To Access VicNet

Use this link...

<https://www.volgistics.com/ex/portal.dll/?FROM=146834>

You will receive an email informing you of your temporary password. When you access the website you will see this:



The screenshot shows the login interface for the San Diego Natural History Museum. On the left, the museum's name is displayed in a large, black, serif font. On the right, the word 'Login' is written in a bold, black, sans-serif font. Below the museum name, there is a line of text instructing users to enter their email address and password, followed by a 'Go' button. Below this, a reminder to log hours is shown. The login fields are labeled 'Login name:' and 'Password:', with the first containing an email address and the second showing masked characters. A green 'Go' button is positioned below the password field. At the bottom left, there is a link for users who have forgotten their password.

**SAN DIEGO
NATURAL
HISTORY
MUSEUM**

Login

Enter your email address and your volunteer information center password, and then click the Go button.

PLEASE DONT FORGET TO LOG YOUR HOURS.

Login name:

Password:

Go

[Forget your password?](#)

Once you enter your temporary password you will be asked to change it. Make it something you will not forget and don't worry about something complicated. It can be as simple as "password."

My Schedule

Use the My Schedule tab to sign up for an opening in the schedule.

SAN DIEGO NATURAL HISTORY MUSEUM

SDNHM Volunteer Portal

Volunteer information for **Janet Morris**

[Home](#)[Mail](#)[My Schedule](#)[My Service History](#)[Time Sheet](#)[Account](#)

Instructions

Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your schedule click the "Printable view" button.



Sign-Up!


We need volunteers on days that have the 'Help wanted' symbol. Click any of these days to learn more or to sign-up.

Show openings in

[Schedule yourself for volunteer duty](#)

[Prev month](#)[Next month](#)**June 2014**

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 	18	19	20	21
22	23	24	25	26	27	28
29	30					

Click any Help Wanted link and then click Schedule Me. It will ask you to confirm your choice. Once you do, it's now viewable on the calendar. You'll notice at the bottom of the screen is a Printable View. This could come in handy. Sign ups are on a first come-first served basis. If you don't see Help Wanted there are no more openings. You may remove yourself from the schedule up to four days prior to your shift.

Logging Your Hours Served

Logging your hours is simple. Go to Time Sheet.

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Instructions
To post your hours, enter your service information in the Time Sheet box and then click the "Continue" button.

Time Sheet

What was the **beginning**
date of your service? June 13 2014

What was the **ending**
date of your service? June 13 2014

Which assignment did you
serve in? Choose one

How many hours did you
serve? 0 hours, 0 minutes

How many roundtrip miles?

Continue

Note that you can choose a range of dates. Only the assignments that you are eligible for will show in the "Which assignment did you serve in?" field. Enter the number of hours and the roundtrip miles if you wish to keep track. Click Continue. It will ask you to confirm.

Mail Tab

The Mail Tab can be used to view emails we have sent you. We will also send them to your personal email but this way you don't have to search through all your emails to find the ones related to your volunteer work.

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Instructions
To view a message, simply click on the message subject.

New messages
No new messages

Old Messages

Subject	Sent
testing the email feature	06-12-2014

Exit

My Service History

This tab can be used to review your hours.

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Instructions

Click the "Printable view" button for a printable view of this information.

Totals

Start date: June 3, 2014

Year-to-date hours: 10:00

Life hours: 10:00

Service by year

Click on a year to view your records for the year.

Year	Hours	roundtrip miles
2014	10:00	0
Life total:	10:00	0

Printable view

Exit

That's it! Pretty simple, isn't it?