

Go to [Volunteer.ocps.net](http://Volunteer.ocps.net). Then click 'Volunteer Now!'.

The screenshot shows the Orange County Public Schools website. At the top left is the OCPS logo. To the right are social media icons for Twitter, Facebook, and YouTube. Below the logo is a navigation menu with 'HR & Executive Services' and 'Public Relations'. A search bar is located in the top right. A sidebar on the left contains a 'Translate this page' section with a dropdown menu set to 'Spanish' and a list of links: 'Awards & Recognition', 'Be There', 'Business Partners', 'Coordinators', 'Mentoring Programs', 'School Volunteers', and 'Staff'. The main content area features a header 'Celebrating Decades of Achieving Educational Excellence Together' followed by two paragraphs of text. Below the text are two logos: 'ADDitions School Volunteers' and 'Partners IN EDUCATION'. At the bottom of the main content area is a blue button labeled 'Volunteer Now!'. A large red arrow points from the right towards this button, with a white box containing the text 'Click here' inside the arrow's tail. On the right side of the page, there is a 'New System Launched!' announcement box with a 'CLICK HERE' button and a thank-you message. Below this is a 'Pages and Links' section with a 'For Students' link.

Click 'Previously Registered ADDitions School Volunteer'.

The screenshot shows the homepage of the Orange County Public Schools volunteer management system. At the top left is the OCPS logo. To the right are social media icons for email, Facebook, and YouTube. Below the logo is a vertical menu with four buttons: 'Log In' (orange), 'Search Opportunities' (green), 'Opportunity Calendar' (blue), and 'Help/FAQs' (red). The main content area features a large photograph of a diverse group of students and an adult male teacher. Overlaid on the bottom right of the photo is a white box containing the 'ADDitions' logo (with the tagline 'School Volunteers') and the 'Partners IN EDUCATION' logo. Below the photo, the text 'Offer time, expertise and/or resources.' is displayed, followed by a blue button labeled 'Learn more »'. At the bottom right of the page, there are four small black squares.

### Welcome to the New Orange County Public Schools Volunteer Management System

Thank you for your interest in becoming an **ADDitions School Volunteer** and/or a **Partner In Education** for OCPS!

Our mission is to lead our students to success with the support and involvement of families and the community. Each Orange County school has specific needs/opportunities on their campus; therefore the new system gives you the ability to search for an opportunity based on location and interests.

**WHAT DO I NEED TO GET STARTED?**

- Time - These forms take approximately 5 to 15 minutes to complete
- Personal Identification Number (Government ID Number)
- A photo of YOU! Be prepared to upload your photo. If you have a webcam on your computer, you can take your photo during the application process; otherwise you will be prompted to take your photo at the school's sign-in station.  
(When you arrive on campus, you will be requested to provide a valid ID for verification)

**IMPORTANT** - Please find your category below, click the button and follow steps for getting started.

Previously Registered ADDitions School Volunteer  
(A registered volunteer prior to June 2015)  
[Click Here](#)



Existing Partner in Education  
(Partners that registered last year using this system)  
[Click Here](#)

This is what should pop up. Read it. Then click 'Click Here'.

### Previously Registered ADDitions School Volunteer Steps

(You were a registered volunteer prior to June 2015)

- 1. Get your new user ID log-in –**  
Your account has been migrated to the new system [Click Here](#) for user ID log-in account information. **You will be prompted to reset your password.**  
*Note: Do not log-in or search for opportunities until you have retrieved your new user ID. This step will eliminate applicants receiving a message after submission that says: "User ID already exists".*
- 2. Log-in to "Edit Profile" –**  
Annually, your application will be pre-populated with previously submitted information, and you will be prompted for update information, as well as review the OCPS guidelines.
- 3. Search Opportunities –** Included in your dashboard

Close

Type in the last 4 digits of your social security number in the OCPS Username space. Type in your date of birth in MM/DD/YYYY format in the OCPS Password space. Click 'Search'.



## Initial Login Lookup



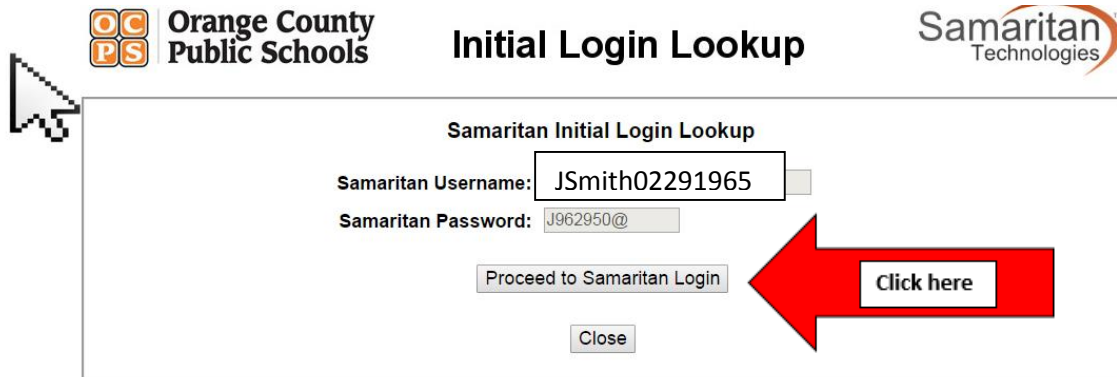
### Samaritan Initial Login Lookup

This system will only be active from July 1, 2015 to June 30, 2016.

OCPS Username:   
OCPS Password:

Search

The System will give you a username and password. Your user name will be the first letter of your first name, your last name, and then your birthday in MMDDYYYY form. Your password will be random. Once you write down your username and password click 'Proceed to Samaritan Login'.



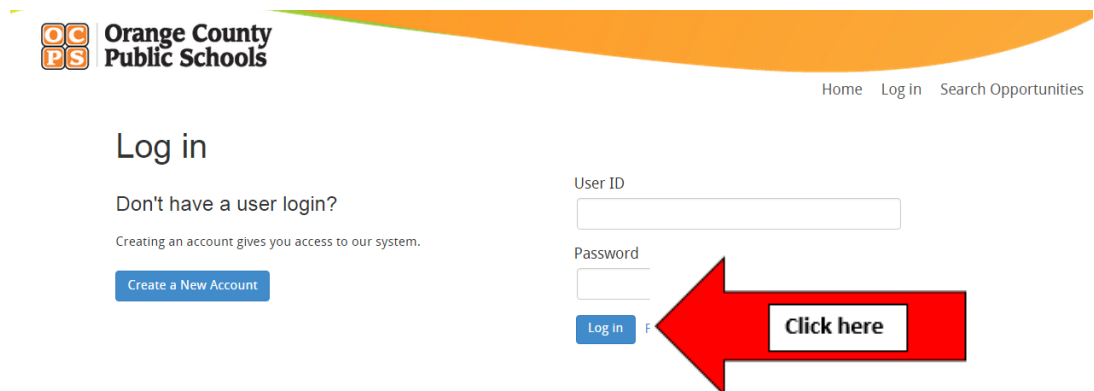
The screenshot shows the 'Samaritan Initial Login Lookup' dialog box. At the top left is the Orange County Public Schools logo, and at the top right is the Samaritan Technologies logo. The dialog title is 'Samaritan Initial Login Lookup'. It contains two input fields: 'Samaritan Username:' with the value 'JSmith02291965' and 'Samaritan Password:' with the value 'J962950@'. Below these fields are three buttons: 'Proceed to Samaritan Login', 'Close', and a red arrow pointing left with the text 'Click here' inside it, which is positioned over the 'Proceed to Samaritan Login' button.

You will be brought back to this page. Click 'Log In'.



The screenshot shows the Orange County Public Schools website home page. The header includes the OCPS logo and social media icons for email, Facebook, and YouTube. On the left is a vertical navigation menu with four buttons: 'Log In' (orange), 'Search Opportunities' (green), 'Opportunity Calendar' (blue), and 'Help/FAQs' (red). On the right is a large banner image of a diverse group of professionals. A red arrow points left from the banner area towards the 'Log In' button, with a white box containing the text 'Click here' inside the arrow.

Type in your username and password. Then click 'log in'.



The screenshot shows the login page on the Orange County Public Schools website. The header includes the OCPS logo and navigation links for 'Home', 'Log in', and 'Search Opportunities'. The main heading is 'Log in'. Below it is a link 'Don't have a user login?' and a note 'Creating an account gives you access to our system.' with a 'Create a New Account' button. The login form has two input fields: 'User ID' and 'Password'. Below the 'Password' field is a blue 'Log in' button. A red arrow points left from the right side of the page towards the 'Log in' button, with a white box containing the text 'Click here' inside the arrow.

Click 'Click Here to update your safety questions'.

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Hello, [Name] | Logout

Edit Profile

Hi, **John Smith**

**NOTE: Safety questions must be updated.**

[Click Here to update your safety questions](#)

[Previously Registered Volunteer Next Steps](#)

[New Volunteer Next Steps](#)

Status: Former Volunteer  
(What does status mean?)  
Volunteer since: 07/24/2015

Total Hours Served

Month: 0  
Year: 0  
Lifetime: 0

Make sure answer every question on all 15 tabs. Click 'Save Application' when you are done.

OC PS Orange County Public Schools

volunteer.ocps.net

Hello, CARMEN | Logout

Edit Profile

**My Profile**

Welcome!

We're excited to have you as a volunteer. But we need to know:

- This form takes approximately 5 to 10 minutes to complete.
- You will be asked a series of safety questions.
- You will be asked to provide your social security number for collection and use of Social Security Administration records.
- Be prepared to upload your photo.

OCPS requires all volunteers and business partners to provide the following documents.

- [View ADDitions School Volunteer Guidelines](#)
- [View OCPS Code of Ethics](#)
- [View Bullying and Harassment Policy](#)
- [View OCPS Abuse Policy](#)

Please do not refresh your browser during the application. This will cause the form to be reset and all fields will be cleared.

Tab 1 of 15

Once you save your application make sure you complete the following steps. This page can be found on your ADDitions profile home page under 'Previously Registered Volunteer Next Steps'.

## WELCOME!

We're excited to have you as a volunteer. You are now logged into your self-service dashboard. This is where you manage your volunteer account with OCPS.

### Next steps:

- 1) Click **EDIT YOUR PROFILE** to change/update your enrolled students, preferred schools, address, or any other pertinent information. You may also change your User ID and Password by editing your profile.
  - a. Updating your profile will take approximately 5 minutes.
  - b. Review all OCPS guidelines within Tab 1, but please know that you've already agreed to these guidelines during your previous years of service, and that agreement is saved into this system. When you click "Save Application," you're agreeing again to all guidelines and policies.
  - c. Be prepared to upload your photo in Tab 14. (This is optional.)
  - d. Once your status is updated, you will receive an email. You should also check your dashboard regularly.
  
- 2) Click **SEARCH FOR OPPORTUNITIES** for the program you're interested in working with, and then input your preferred school's name.
  - a. Browse the options available at your school and sign up for any that interest you.
  - b. The school coordinator will need to confirm you for each opportunity.