

Web Assistant Tutorial

Log in on our site at www.umsl.edu/services/volunteer by clicking the link  to enter hours. Your username is your **first and last name without a space**. It doesn't matter if you use capital letters or not.

The first time you login, use the temporary password provided by the Volunteer Services office. Then, you must pick a new password. After you logout and log back in with your new password you can enter your hours. Just pick the correct job off the list if you have more than one placement.

Below is a sample site to show how easy it is to enter your volunteer hours online.

Go to Your Volunteer Organization's Site

Open your Web browser (Internet Explorer is one example of a browser) and enter in www.umsl.edu/services/volunteer

Login to Enter Hours

Click the button to Enter Hours.



- Your username is usually your first and last name without a space, e.g., MarySmith
- It doesn't matter if you use capital letters or not.
- The first time you login, use the **temporary password** given to you by the Volunteer Services office.
- The password will be masked by asterisks.

Community Volunteer Center

Community Volunteer Center

Enter Hour

If you do not know your username or password, contact the Volunteer Services office.

Instructions:
Enter your User Name and Password

User Name:

Password:

The first time you login, use the temporary password given to you by the volunteer coordinator.

You must pick and enter a new password.

Change Your Password

You are logged in as: **Smith, Mary**.
[That's not me.](#)

You **must** change your Password since you logged in using the default password.

Current User Name: **MarySmith**

New User Name:

Current Password: **volunteer**

New Password:

Leave the username blank. Type a new password.

After confirming your new password, click Log Out.

- Back on the Volunteer Services home page, click the button to enter your hours.
- From now on, this will be your routine.

Change Your Password

Your new User Name: **MarySmith**

Your new password: **0123456789**

Don't forget to record your new User Name and Password.

[Home](#) | [Log Out](#)

- Log back in with your User Name and **new** password.
- Click OK



Enter Hours You Have Served

If you do not know your username or password, please contact us.

Instructions:
Enter your User Name and Password into the form below, then click the OK button.

User Name:

Password:

- Pick the correct job off the list if you have more than one placement.
- Click OK.

Enter Hours You Have Served

You are logged in as: **Smith, Mary**.
[That's not me.](#)

If you have served hours at a different job not listed below, please contact us.
You can add hours consecutively for multiple jobs.
You can't add hours for jobs if you have no placements.

Instructions:
Please select from the list below the job for which you wish to

I wish to report hours served for this Job:

Sussex Senior Citizens, Sussex Seniors

Sussex Peace Meal, Sussex Peace Meal

Click the 'OK' button below to proceed to the next step and enter your hours served.

Select the proper job from your list of placements.

- The Hours entry screen lets you simply fill in the date and hours served.

Enter Hours Served

You are logged in as: **Smith, Mary**.
[Click here to log out.](#)

Thanks for entering your hours.

Instructions: Please complete the form below to submit your hours. Enter the month and hours served. If you have any comments regarding your report, you may also enter a text message to us.

I am entering hours served for
Sussex Senior Citizens, Sussex Seniors

The hours were served in: August 2007

In this month I served: 11 Hours 0 Minutes

Car mileage: 0

Did you drive for this job? 2

Bus cost: 4

Van cost: 6

Would you like to receive reimbursement for these items?

A Message

Click the OK button to submit your hours.

[Change Your Password](#)

- Click OK and you are done.
- You may then click the link to enter hours for another Job.
- Log out.

Hours Saved

Your hours have been saved. Thank you.
 Sussex Senior Citizens, Sussex Seniors, 13 hours, 30 minutes.

[Click here to enter hours for another Job.](#)

[Home](#) | [Log Out](#) | [Change Your Password](#)

*Problems? Troubleshooting Tips

A few unusual circumstances could prevent you from being able to log in:

1. **Duplicate Names:** In a very few instances, where there are identical first and last names, like John Smith, the second instance of that name will have the number 1 added to it. In some instances of duplicate names the automatic assignment becomes the first name, middle initial and last name all in one username without spaces, e.g., JohnCSmith if the name on record has a middle initial. If you have trouble with your user name, contact the Volunteer Services office.
2. **No Job Placement:** You will not be able to login to enter hours or send a message until you have a placement. If your placement has not yet been posted to your account, contact the Volunteer Services office.
3. **Cookies:** You must have cookies enabled in your browser (i.e., Internet Explorer or Firefox).

If you have any problems, contact the Volunteer Services office.