



Check In Check Out Kiosk

What is a Kiosk?

- A check-in check-out kiosk can be established anywhere there is a computer or mobile device
- This controls access to your campus and gives volunteers one central place to report when they arrive for their shift
- An authorized user must use the kiosk login and password established for your campus to open the kiosk
- The kiosk will show only today's opportunities



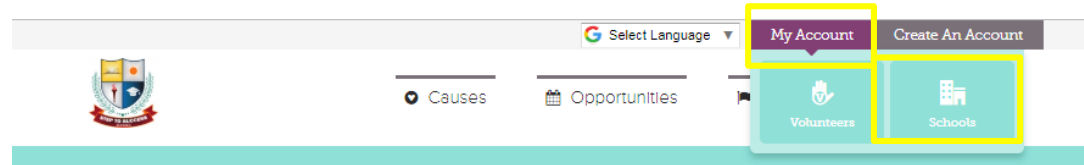
Open the Kiosk

ACCESS VOLY

- Go to [https://\(mydistrict\).voly.org](https://(mydistrict).voly.org)

LOG IN TO YOUR AGENCY ACCOUNT

- Click on 'My Account' and select 'Schools'
- Enter the Kiosk email address and password.
- Click Log In

A screenshot of the 'For Schools' login page. The page has a purple header with the text 'For Schools'. Below the header, the text 'Log In' is displayed in a large font, followed by the subtitle 'Access your account and start managing your volunteers!'. There are two input fields: 'Email Address' and 'Password'. The 'Email Address' field contains the text 'volycheckinkiosk@myschool.edu'. The 'Password' field contains a series of dots. Below the password field is a link that says 'Forgot your password?'. At the bottom of the form is a green button labeled 'Log In'. The 'Email Address' and 'Password' fields are highlighted with a yellow border.

Find a Volunteer and Check in

Search for a volunteer by Email Address

Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity	Volunteer ▾	Date and Time ▾	Email	Hours Logged Today	Check In / Check Out
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Reload

- When a volunteer arrives, they enter their email address to check-in.
- If they have preregistered and been approved to volunteer on this date, their assignment will appear.
- Click the check-in box.

Check In

Unscheduled Volunteers

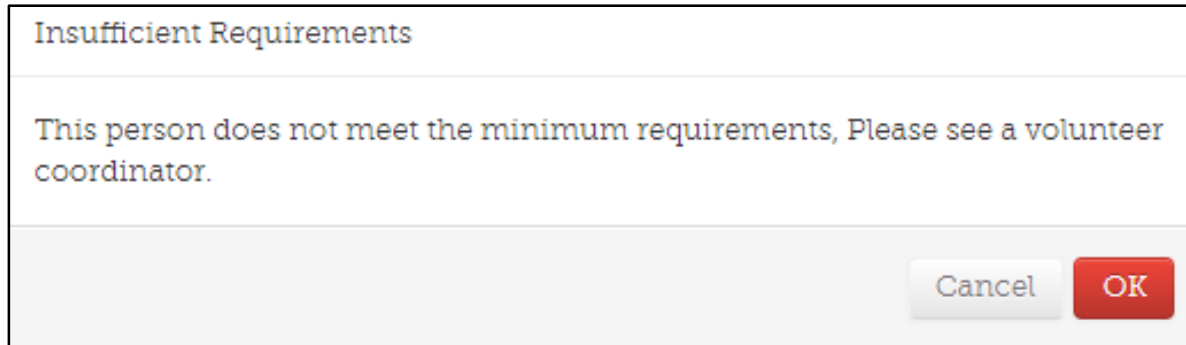
Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity	Volunteer ^	Date and Time ^	Email	Hours Logged Today	Check In / Check Out
If you don't see an opportunity here, click below.					
List of Opportunities					

- If the volunteer has not pre-registered, but is an approved volunteer, a selection of available opportunities will appear.
- Click on the opportunity that is a best match to check-in

Opportunity	Date	Add and Check In
Great Fun!	Jun 04, 2018 2:30 PM	Add and Check In

Insufficient Requirements



- If the individual has not met established organization requirements, they will be directed to contact a volunteer coordinator.
- Volunteers may be referred if they have not completed the required volunteer process or if they have not identified this as one of their preferred schools.