



BE A SCHOOL VOLUNTEER (For Parents and Community Members)

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BE A SCHOOL VOLUNTEER (For Parents and Community Members)

Be a School Volunteer is a Web-based application developed to facilitate and expedite the process of becoming a school volunteer. Employees, Parents, Students and Community members will be able to apply online to different locations for different service activities.

Parents/Guardians and Community members must have an account with Miami-Dade County Public Schools (M-DCPS) to be able to access the **Be a School Volunteer** application on the Portal. This user guide will provide instructions on how to apply to become a school volunteer.

See these user guides to register for an account:

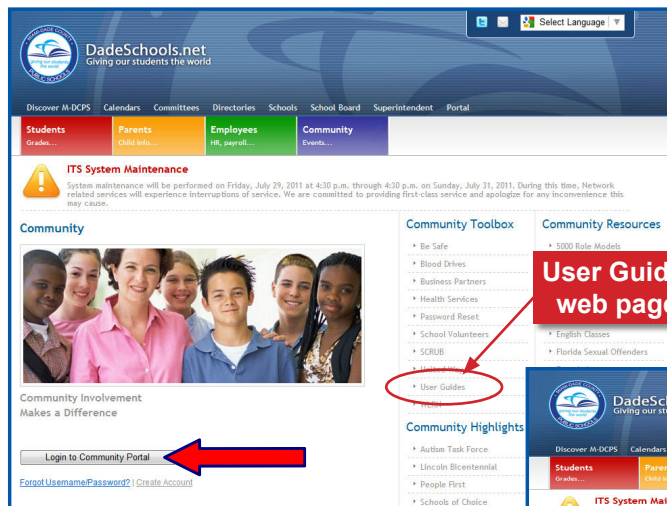
- Parent Portal Create an Account/Forgot Password
- Community Portal Account Registration Process

Getting Started

To access the Portal,

- ▼ **Open** the Internet browser
- ▼ **Type** **www.dadeschools.net**
- ▼ **Click** **Community** tab or **Parent** tab

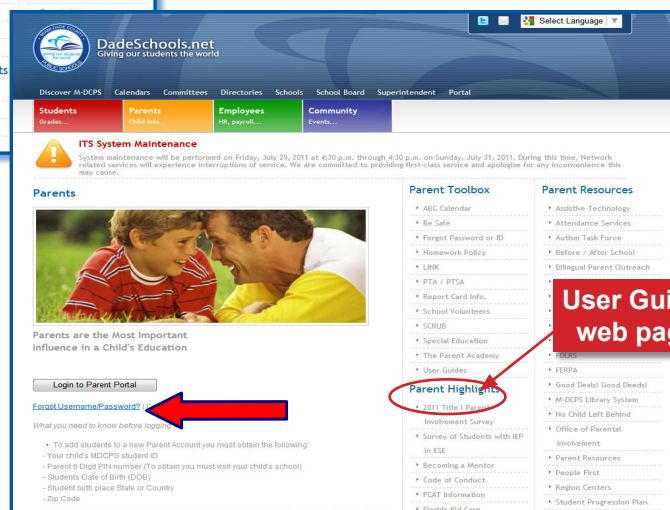
On the **dadeschools.net** **Community** or **Parent** page,



User Guides
web page.

- ▼ **Click** **Login to Portal**

The **Portal Log in** screen will display.



User Guides
web page.



BE A SCHOOL VOLUNTEER (For Parents and Community Members)

Log Into the Community Portal

Continue here to access the Community Portal.

[To access the Parent Portal, go to Log Into the Parent Portal section, on page 3.]

From the **Portal Login** screen,

- ▼ **Type** your user name
- ▼ **Type** your password
- ▼ **Click** **Login**

The **Community Portal** page will display.

Note: You must have an account with M-DCPS to access the Portal and any of the Portal applications.

Dadeschools.net

C1234567

.....

☐ Remember Username

Login

[Forgot Username/Password?](#)

[Create an Account](#)

**Create Account and
Forgot Username/
Password.**

From the **Community Portal** page,

Community Portal

Home | Community Portal | Apps | Services | Sites | Resources

Welcome to the Community Portal

My Personal Info

John Smith [Update Personal Info]

Community id: C1234567

eMail: sampleemail@bellsouth.net

Community Programs

Apply today to participate in a Miami-Dade County Public Schools community program.

Now you can apply online to become a member of one or more M-DCPS community programs. If you haven't done so yet, click on one of the links below to get started!!!

- Be a CEO Internship Provider
- Be a School Volunteer!**
- SES Provider Registration

Community News and Events

There are no items to show in this view of the "Community News and Events" list.

Miami-Dade County Public Schools : 1450 NE Second Avenue : Miami, FL 33132 : Phone: (305) 995-1000 : Copyright 2010

- ▼ **Click** **Be a School Volunteer**

The **School Volunteer Program: Volunteer Registration** page will display.

[To continue, skip the next Parent section and go to Volunteer Registration on page 4.]



BE A SCHOOL VOLUNTEER (For Parents and Community Members)

Log Into the Parent Portal

If you are a Parent/Guardian with a Parent account, continue here to access the Parent Portal.

Note: You must have an account with M-DCPS to access the Portal and any of the Portal applications. [To register for a parent account, see the Parent Portal Create an Account and Forgot Password user guide: <http://ehandbooks.dadeschools.net/userguides/parents.asp>]

From the Portal Login screen,

- ▼ **Type** your user name
- ▼ **Type** your password
- ▼ **Click** Login

The **Parent Portal** page will display.

Dadeschools.net

P1234567

.....

☐ Remember Username

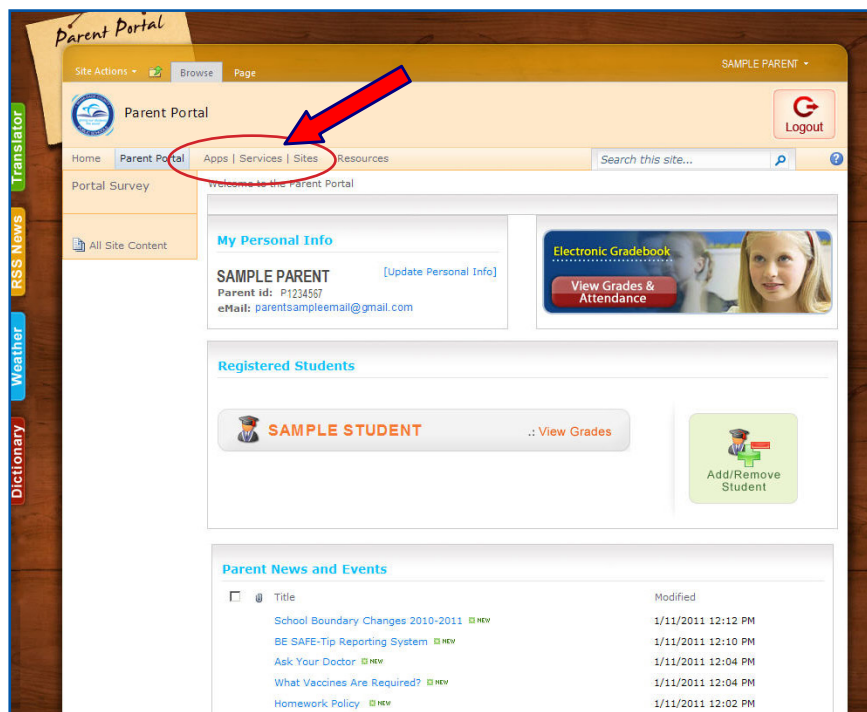
Login

[Forgot Username/Password?](#)

[Create an Account](#)

Create Account and Forgot Username/ Password.

To access the **Be a School Volunteer** application, from the **Parent Portal** page,



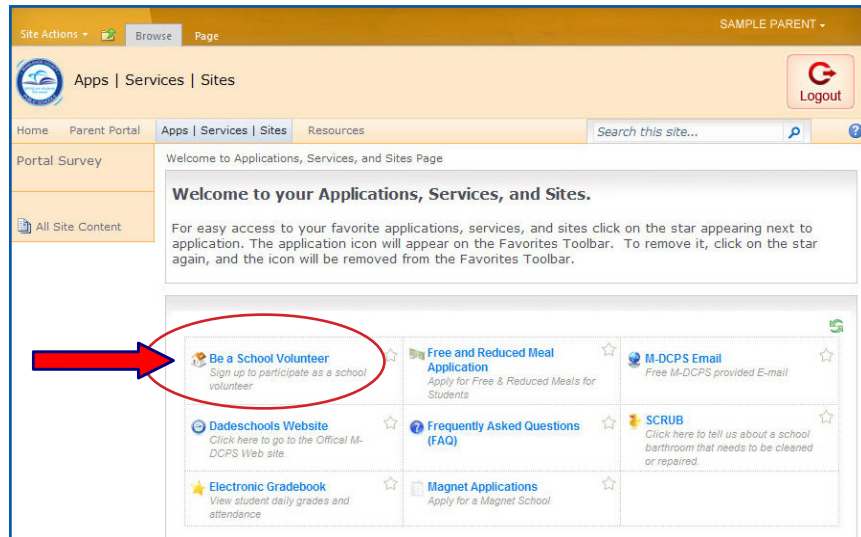
- ▼ **Click** Apps | Services | Sites tab

The **Parent Portal Apps | Services | Sites** page will display.



BE A SCHOOL VOLUNTEER (For Parents and Community Members)

Log into the Parent Portal (continued)



▼ Click **Be a School Volunteer**

The **School Volunteer Program: Volunteer Registration** page will display.

Volunteer Registration

The **Volunteer Registration** page will display the first time the applicant (Parent/Guardian or Community Member) accesses the **School Volunteer Program** application. Volunteer applicants must complete required fields which include DOB, SSN, Address, Emergency Contact Name, Emergency Contact #, and Ethnicity. *[See **My Personal Info** section on page 9 to update the volunteer's personal information.]*

From the **Volunteer Registration** page,

Note: Name, Address, and Date of Birth must be accurate or clearance process will be delayed.

▼ Type required information

When finished,

▼ Click **Submit**



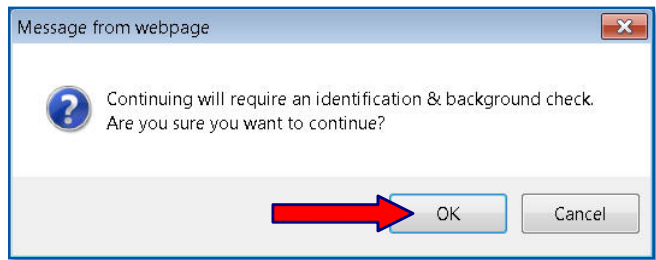
BE A SCHOOL VOLUNTEER (For Parents and Community Members)

Volunteer Registration (continued)

The message window will open.

The message **“Continuing will require an identification & background check. Are you sure you want to continue?”** will display.

▼ Click **OK**



The **School Volunteer Program: Volunteer Interests** page will display, if the initial clearance process was successfully completed. If it was not, you will be prompted to correct and resubmit your information.

After three attempts, the District will need to do a manual identification and background check. To expedite this process, please contact the Office of Community Engagement.

Select Volunteer Interests and Locations

Volunteer applicants must select school location and type of service activities they are volunteering for. Volunteer applicants will be processed by the system according to the level for the service activity they selected.

Level 1 activities will perform an electronic background check and the school will be able to approve or deny the volunteer immediately.

Level 2 activities will require fingerprinting.

To select a location and service activities,

▼ Click **Select a New Volunteer Location...** drop-down menu

[By pressing a letter within the drop-down menu, the application will take you to the first entry that starts with that letter.]



BE A SCHOOL VOLUNTEER (For Parents and Community Members)

Select Volunteer Interests and Locations (continued)

The screenshot shows the 'School Volunteer Program' form for Miami-Dade County Public Schools. At the top, there are links for 'Close', 'Message Center', and the date 'Wednesday, August 17, 2016'. Below this is a navigation bar with 'My Personal Info', 'Volunteer Placement', and 'User Guide'. The main section is titled 'Select a Location' and includes a 'Location' dropdown menu (currently set to 'AIR BASE K-8 CTR INT'L EDUC') and a 'Student Relative' checkbox (checked). Below this is a section titled 'Select One or More Service Activities' with two levels of activities. Level 1 activities include 'The Arts', 'Classroom', 'Clerical (Office)', 'Dade Partner', 'Day Chaperone', 'EESAC', 'Library/Media', 'PTA/PTSA', 'RSVP (55 and older)', 'Speaker/Presenter', 'Tutor', and 'Other'. Level 2 activities include 'Big Brothers Big Sisters*', 'Certified Volunteer*', '5000 Role Models*', 'District/Region Volunteer', 'Listener/Oyente*', 'Phys. Ed. Asst (all grade levels)', 'Overnight Chaperone (must be 21+)', and 'Takestock in Children*'. A red arrow points to the 'Student Relative' checkbox. Another red arrow points to the 'Classroom' checkbox under Level 1 activities. A third red arrow points to the 'Submit' button at the bottom right. Below the service activities section is a 'Messages' section with the text: 'Your current volunteer level is None. Why should I volunteer? [Please Click Here](#)'.

▼ Click **Student Relative** box, if applicable

Select one or more service activities. **[Please select Level 2 activities first. Level 2 requires fingerprinting, which will require more time.]**

▼ Click service activity boxes to be selected

▼ Click **Submit**

For Level 1 service activities, the message: **“Your background check is in progress. Please allow 2-3 business days for results. You may log out or select another school and activity.”** will display. The date and time will also be displayed.

For Level 2 service activities, please follow the instructions in the **Messages** section for the fingerprinting process. You can select additional activities at other schools while you wait for Level 2 approval (fingerprinting).

Check the status of your application, (approved or denied), under the **Messages** section, in the **Volunteer Interests** page.

The screenshot shows the 'Messages' section of the form. It contains two messages. The first message says: 'Your current volunteer level is None.' The second message, dated '8/17/2016 8:52 AM', says: 'Your background check is in progress. Please allow 2-3 business days for results. You may log out or select another school and activity.' A red arrow points from a red box labeled 'Messages section.' to the second message.

If your application is approved, the message **“Thank you. You have been approved at SAMPLE SCHOOL NAME. Please Click Here”** will display.

[The Please Click Here is a link to the School Volunteer Policies and Guidelines.]

You may apply to additional schools, if desired.



BE A SCHOOL VOLUNTEER (For Parents and Community Members)

Edit Service Activities

To edit the school location service activities selected,


The screenshot shows the 'School Volunteer Program' interface for Miami-Dade County Public Schools. The page title is 'School Volunteer Program' and the date is 'Wednesday, August 17, 2016'. The navigation bar includes 'My Personal Info', 'Volunteer Placement', and 'User Guide'. The 'Select a Location' section shows a table with one row: '0041 AIR BASE K-8 CTR INT'L EDUC' with a 'Student Relative' checkbox checked. A red arrow points to the 'Edit' button in the table. Below the table is a 'Select One or More Service Activities' section with two levels of checkboxes. Level 1 includes 'The Arts', 'Dade Partner', 'Library/Media', 'Speaker/Presenter', 'Classroom', 'Day Chaperone', 'PTA/PTSA', 'Tutor', 'Clerical (Office)', 'EESAC', 'RSVP (55 and older)', and 'Other'. Level 2 includes 'Big Brothers Big Sisters*', 'Listener/Oyente*', 'Takestock in Children*', 'Certified Volunteer*', 'Phys. Ed. Asst (all grade levels)', 'Mentor - Other*', '5000 Role Models*', 'Overnight Chaperone (must be 21+)', and 'District/Region Volunteer'. A 'Submit' button is at the bottom right. The 'Messages' section at the bottom shows a message: 'Your current volunteer level is None. 8/17/2016 8:52 AM Your background check is in progress. Please allow 2-3 business days for results. You may log out or select another school and activity.'

▼ Click the **Edit** option

The page will change to display the service activities. Make changes/additions as needed.

The screenshot shows the 'School Volunteer Program' interface for Miami-Dade County Public Schools. The page title is 'School Volunteer Program' and the date is 'Wednesday, August 17, 2016'. The navigation bar includes 'My Personal Info', 'Volunteer Placement', and 'User Guide'. The 'Select a Location' section shows a table with one row: '0041 AIR BASE K-8 CTR INT'L EDUC' with a 'Student Relative' checkbox checked. A red arrow points to the 'Save' and 'Cancel' buttons in the table. Below the table is a 'Select One or More Service Activities' section with two levels of checkboxes. Level 1 includes 'The Arts', 'Dade Partner', 'Library/Media', 'Speaker/Presenter', 'Classroom', 'Day Chaperone', 'PTA/PTSA', 'Tutor', 'Clerical (Office)', 'EESAC', 'RSVP (55 and older)', and 'Other'. Level 2 includes 'Big Brothers Big Sisters*', 'Listener/Oyente*', 'Takestock in Children*', 'Certified Volunteer*', 'Phys. Ed. Asst (all grade levels)', 'Mentor - Other*', '5000 Role Models*', 'Overnight Chaperone (must be 21+)', and 'District/Region Volunteer'. A 'Submit' button is at the bottom right. The 'Messages' section at the bottom shows a message: 'Your current volunteer level is None. 8/17/2016 8:52 AM Your background check is in progress. Please allow 2-3 business days for results. You may log out or select another school and activity.'

▼ Click the  save option

▼ Click the  cancel option, to cancel edit mode

The **Messages** section will display your application status.



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Delete School Location

Volunteers may terminate their services at a school location by deleting the location from their application. A volunteer's services may be terminated at any time, by the principal or the volunteer.

From the **School Volunteer Program - Volunteer Interests** page,

Close School Volunteer Program Miami-Dade County Public Schools

Message Center

Wednesday, August 17, 2016

My Personal Info Volunteer Placement User Guide

Select a Location

Location	Student Relative
<input checked="" type="checkbox"/> 0041 AIR BASE K-8 CTR INT'L EDUC	<input checked="" type="checkbox"/>

Select a New Volunteer Location...

Select One or More Service Activities

Level 2 activities require additional time for fingerprinting. Please give these your first priority.

Level 1 - Please click here for activity descriptions.

<input type="checkbox"/> The Arts	<input type="checkbox"/> Dade Partner	<input type="checkbox"/> Library/Media	<input type="checkbox"/> Speaker/Presenter
<input type="checkbox"/> Classroom	<input type="checkbox"/> Day Chaperone	<input type="checkbox"/> PTA/PTSA	<input type="checkbox"/> Tutor
<input type="checkbox"/> Clerical (Office)	<input type="checkbox"/> EESAC	<input type="checkbox"/> RSVP (55 and older)	<input type="checkbox"/> Other

Level 2 - Please click here for activity descriptions.

*These activities have specific training/certification requirements.

<input type="checkbox"/> Big Brothers Big Sisters*	<input type="checkbox"/> Listener/Oyente*	<input type="checkbox"/> Takestock in Children*
<input type="checkbox"/> Certified Volunteer*	<input type="checkbox"/> Phys. Ed. Asst (all grade levels)	<input type="checkbox"/> Mentor - Other*
<input type="checkbox"/> 5000 Role Models*	<input type="checkbox"/> Overnight Chaperone (must be 21+)	
<input type="checkbox"/> District/Region Volunteer		

Submit

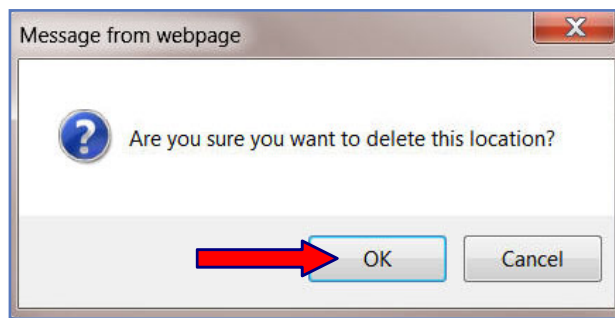
Messages

Your current volunteer level is None.

8/17/2016 8:52 AM Your background check is in progress. Please allow 2-3 business days for results. You may log out or select another school and activity.

▼ Click the Delete option

The message **"Are you sure you want to delete this location?"** will display.



▼ Click **OK**

The school location will be deleted from the page.



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My Personal Info

Use the **Personal Information** page to update your personal information. **My Personal Info** is located on the blue menu bar of the **School Volunteer Program** pages.

From the **School Volunteer Program** page,

- ▼ **Click** **My Personal Info**, on the blue menu bar

The **Personal Information** page will display.

The fields that appear in yellow can be changed. The fields with grayed-out text cannot be changed.

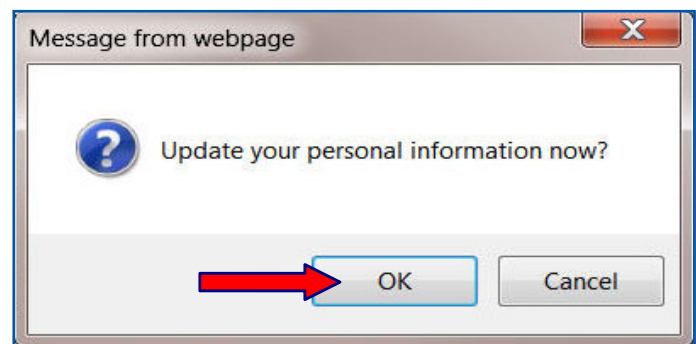
Note: A name change will require a new registration application and background check.

- ▼ **Click** the field to be updated
- ▼ **Type** new information
- ▼ **Click** **Submit**

The message “**Update your personal information now?**” will display.

- ▼ **Click** **OK**

The **School Volunteer Program Volunteer Placement** page will display.





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Exit the Portal

It is important to close the **School Volunteer Program Portal** application or any other Portal application you are working on and exit the Portal to prevent access to your Portal by others.

From the **School Volunteer Program** application,

- ▼ Click the **Applications/Sites** tab

From the **Applications/Sites** page,

- ▼ Click the **Logout** button, in the upper right corner of the page

The Message “**You have successfully logged off of the system**” will display.

- ▼ Click the  in the upper right corner to close the page

You are now logged out of the **Portal**.

Whom to Contact for Assistance

For assistance regarding the **School Volunteer Program**, contact the **Office of Community Engagement** at 305-995-2995.

For **School Volunteer Policies and Guidelines**, go to the **Become a School Volunteer** Web page at:

<http://www.engagemiamidade.net/community-school-volunteers>