

A Guide to VicNet for Ramsey County Volunteers

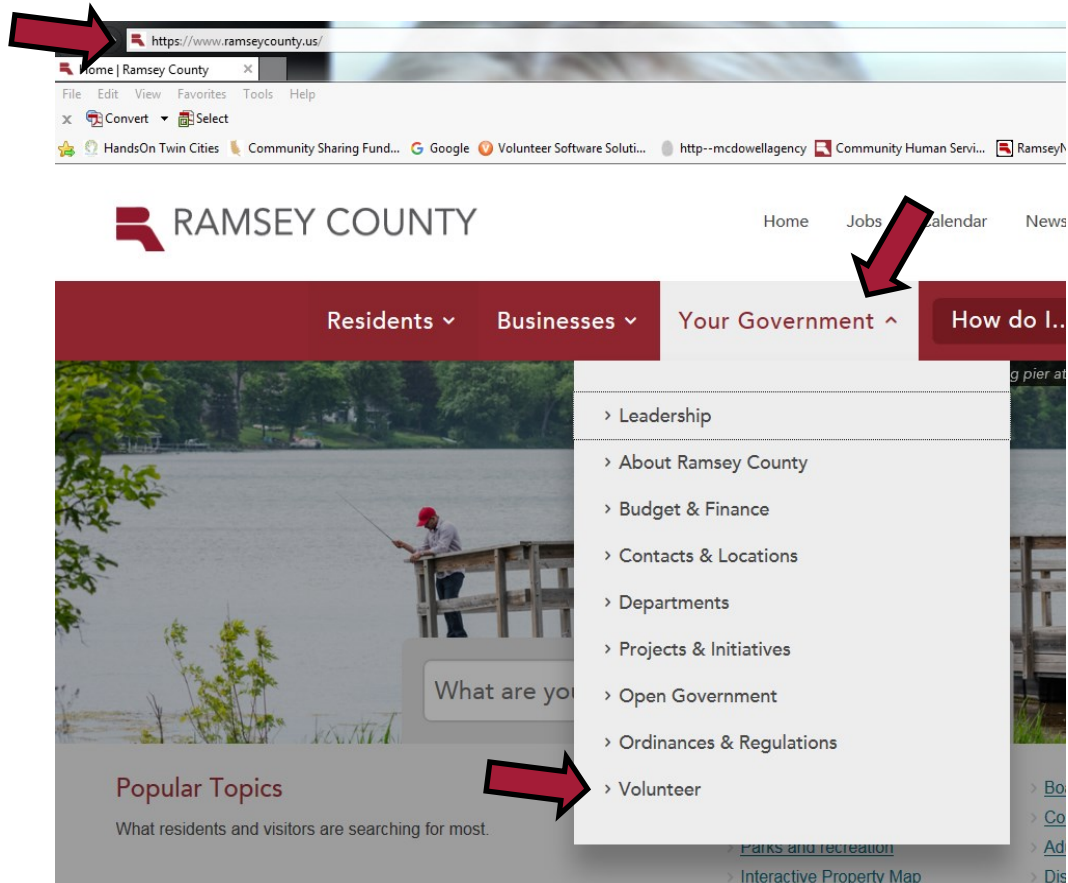
VicNet provides a web based remote access to your volunteer record. Through VicNet you can—

- View and manage your volunteer schedule
- Keep your personal information up-to-date
- Post your hours
- Check your service records, and print your own service reports
- *Sign-up for vacant schedule openings
- *Print your schedule

Finding your way to VicNet:

1. Open your Internet at home or anywhere.
2. Go to the Ramsey County website page (www.ramseycounty.us).
3. Click on Your Government. A drop down menu will appear, slide down and click on Volunteer.

*Limited availability, consult with Volunteer Services Staff.



On Volunteer, scroll down to Reporting Service hours. Click on VicNet Portal.



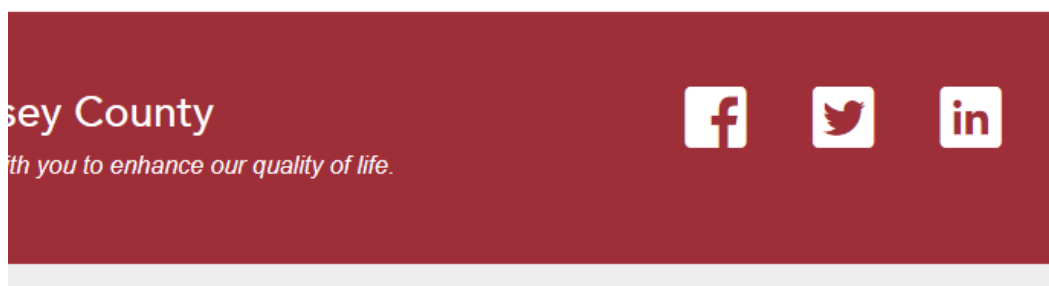
Reporting service hours

Volunteers should report all of their service hours. Volunteers who are not claiming reimbursements can submit service hours using the [VicNet portal](#). Please refer to the [Guide to VicNet for Ramsey County Volunteers](#) (PDF) for instructions.



Internships

Looking for an internship to fulfill academic requirements? Find further information on internships in Ramsey County by going to: [Internships](#).



Now you are at the VicNet log in web page:

<https://www.volgistics.com/ex/portal.dll/?FROM=24675>

HINT: Save this webpage as one of your “favorites” so you can easily get back to it.

To log in:

Your login name is your email address. Your initial password is sent to you by your Volunteer Coordinator. You have the option of changing your password once you are logged in.

Contact Volunteer@co.ramsey.mn.us for additional assistance.

RAMSEY COUNTY
Volunteer
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Login

Enter your email address and your Ramsey County VicNet password, and then click the Go button.

Login name:

Password:

[Forget your password?](#) [Help](#)

[Need a password?](#)

[Close this window](#) | [Privacy policy](#)

TAB TOUR:

Click on the tabs with your mouse to move from screen to screen in VicNet

Click on  to end the session.

Home


News of general interest to all volunteers




The screenshot shows the Ramsey County Volunteer VicNet interface. At the top left is the Ramsey County Volunteer logo with the tagline "Citizen Involvement for a Stronger Community". To the right is the title "Ramsey County VicNet". Below this is the user's name "Volunteer information for Hester McTester". A navigation bar contains several tabs: "Home" (circled in green), "My Profile", "My Schedule", "My Service History", "Time Sheet", and "Account". On the left side, there are three buttons: "Check your schedule", "Post your hours", and "Text message opt-in". The main content area features a "Welcome" message, a note to "Watch this space for more volunteer news!", and a section titled "Your Assignments" listing: "CAO (Community Service) [Sheriff - CSS\CAO] (Assigned)", "Customer Service Assistant - Spanish [CHS\FAS] (Assigned)", and "Monthly Meeting [Sheriff - CSS\CAO] (Assigned)". At the bottom left of the interface is an "Exit" button. At the very bottom of the page, there is a footer with the text "Close this window | Privacy policy".

My Profile

The My Profile tab contains the information currently on file in your record including address, phone number, email address and emergency contacts.

You can update information in your own volunteer record. Make changes as needed and  in each section.



Citizen Involvement for a Stronger Community

Ramsey County VicNet

Volunteer information for Hester McTester

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

Instructions

The following information is currently on file in your volunteer record. To update your records, enter your new information in the spaces provided. Click any of the "Save" buttons to save your changes or additions.

Contact Information

First name: *

Last name: *

Street 1: *

Street 2:

City: *


State: * Zip: *

Home phone:

Work phone:

Cell phone:

Email address:



Emergency Contact

In the event of an emergency whom should we notify?

First name:

Last name:

Street 1:

Street 2:

City:


State:

Zip:

We need your help keeping your profile current.
Please review your profile regularly and keep it up-to-date.

My Schedule

The department/program to which you are assigned, may or may not use the on line schedule. Please consult with Volunteer Services staff to confirm the use of this feature.



Citizen Involvement for a Stronger Community


Ramsey County VicNet

Volunteer information for Hester McTester

[Home](#) [My Profile](#) **[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

[Prev month](#) [Next month](#) **May 2017**

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
					9:00 a - 12:30 p Customer Service Assistant - Spanish [CHS] FASI	

My Service History

All volunteers can view their service history on the My Service History tab. Service hours are summarized by calendar year. Details are available by clicking on a specific year. Hover the cursor over the year and click to view details.

The screenshot shows the Ramsey County Volunteer portal interface. At the top left is the Ramsey County Volunteer logo with the tagline "Citizen Involvement for a Stronger Community". At the top right is the text "Ramsey County VicNet". Below the logo is the heading "Volunteer information for Hester McTester". A navigation bar contains several tabs: "Home", "My Profile", "My Schedule", "My Service History" (which is circled in green), "Time Sheet", and "Account". Below the navigation bar is an "Instructions" section with the text: "For a printable view of your schedule click the 'Printable view' button." Below the instructions is a "Totals" section with the following information: "Start date: December 20, 2010", "Year-to-date hours: 0.00", and "Life hours: 610.80". Below the totals is a "Service by year" section with the text: "Click on a year to view your records for the year." Below this text is a table with two columns: "Year" and "Hours". The table contains the following data:

Year	Hours
2015	39.30
2014	41.25
2013	56.25
2012	319.75
2011	154.25
Life total:	610.80

At the bottom of the page are two buttons: "Printable view" and "Exit". A red arrow points to the "2013" row in the table.

Hint: When viewing the service details, use the [Back](#) link to return to the summary.



Ramsey County VicNet

Volunteer information for Hester McTester

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

Instructions

For a printable view of your schedule click the "Printable view" button.

My 2013 Service Records

Click on any date to view the service record for that date.

Date	Hours
12-10-2013	3.00
12-02-2013	3.00
08-13-2013	6.00
07-09-2013	5.25
07-05-2013	1.00
07-02-2013	4.00
04-30-2013	34.00
2013 total:	56.25

[Back](#)[Printable view](#)[Exit](#)

Time Sheet

The Time Sheet feature in the Volunteer Information Center is an alternative to using paper forms. If you have a question about submitting time sheets contact Volunteer Services staff. It is easy to submit your time sheet electronically. Simply click on the **Time Sheet** tab and follow the instructions.

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Ramsey County VicNet

Volunteer information for **Hester McTester**

Home My Profile My Schedule My Service History **Time Sheet** My Account

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 date of your service? **March 2017**

S	M	T	W	T	F	S
26	27	28	29	30	31	

April 2017

1. Select the date from the calendar grid:

What was the date of your service?

S	M	T	W	T	F	S
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010

S	M	T	W	T	F	S
1	2	3	4	5	6	7

2. Enter the start and end times you worked:

What times did you serve? 9:30 a until 1:00 p

3. Select your assignment for this date from the drop down list:

Which assignment did you serve in?

Choose one

Choose one

Database Conversion [Park & Recreation\Volunteer Services]

Special Mailings [Park & Recreation\Recreation]

Continue

NOTE: It is important that you select the correct assignment from the list. Accurate reporting of volunteer hours helps Volunteer Services manage the programs most efficiently. Click on the **Continue** button.

4. You will receive a confirmation screen:

Please confirm your entry:

You served on: Friday, August 27, 2010

From: 9:30 am until 1:00 pm

Assignment: Database Conversion [Park & Recreation\Volunteer Services]

Is this correct?

Yes Click Yes to save this entry

No Click No if you want to make a change

5. At this point you can post another service entry, move to a different tab, or Exit.

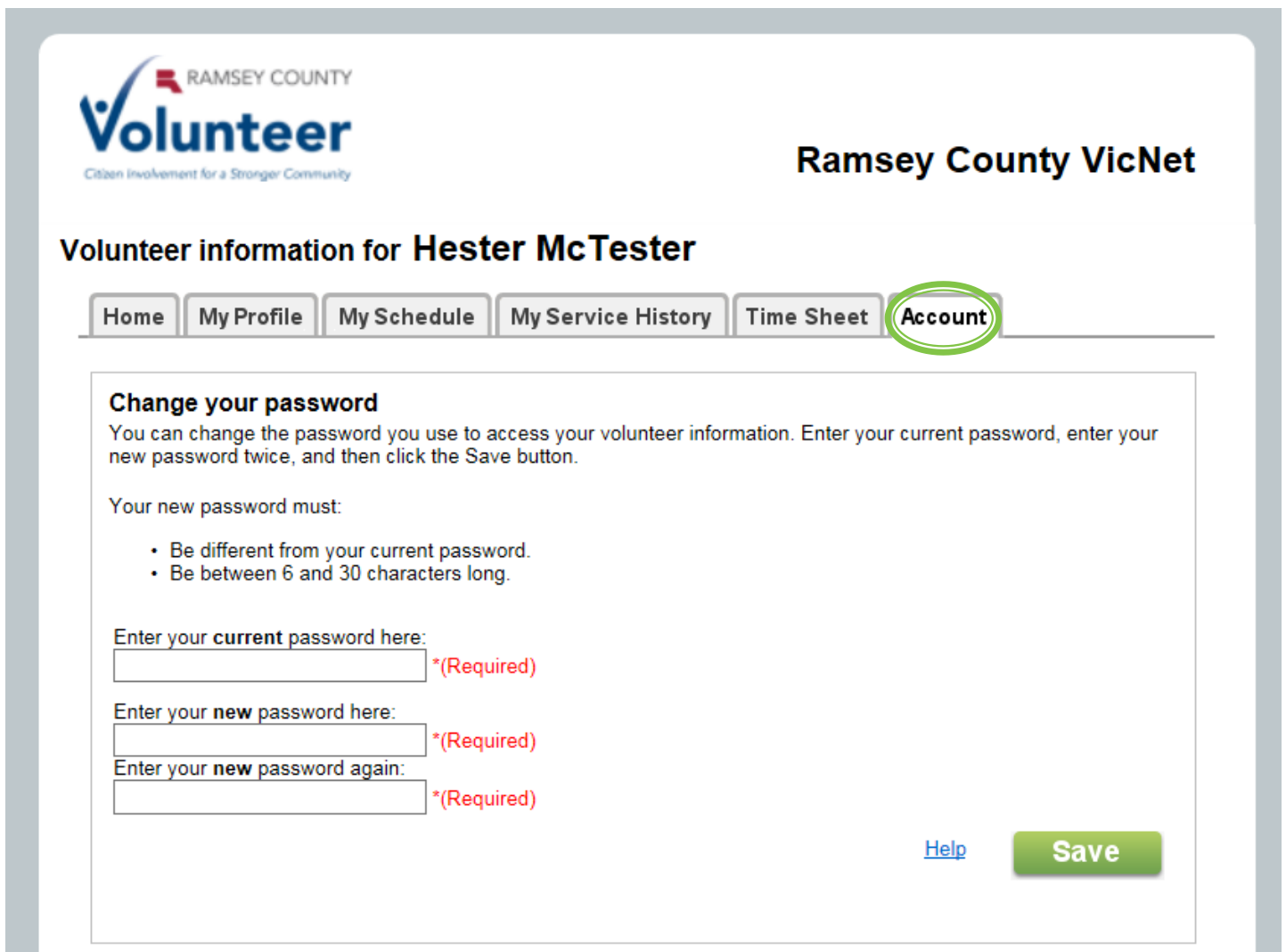
Posted

Thank you for serving! Your service entry has been recorded. If you need to make another entry now, click "Another."

Another

Account

You can change your VicNet passwords on the VicNet 'Account tab.'



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This is the end of the Tab Tour. Click  on at the bottom of the page to end the session.

If you have questions contact Volunteer@co.ramsey.mn.us.