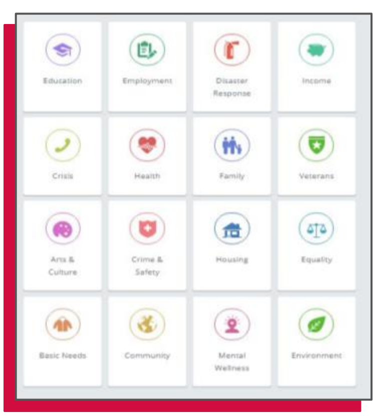
UGETCONNECTED

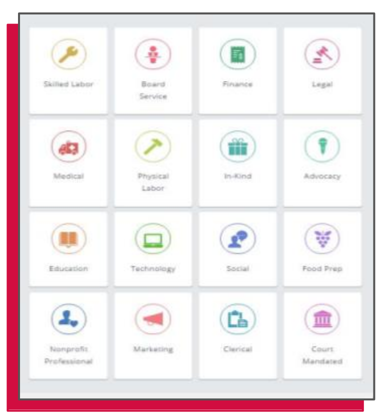
NEW VOLUNTEER TRAINING

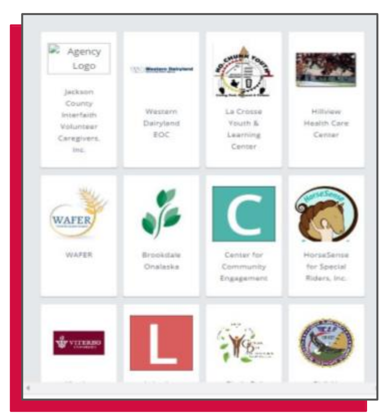
FIRST TIME LOG-IN

- Western Technical College affiliates (students, staff and faculty) already have a Ugetconnected account associated with their username and password.
- Students and faculty signing in for the first time can access their account by going to www.westerntc.edu/ugetconnected and clicking **"EMPLOYEES/STUDENTS LOGIN HERE."**

- **STUDENTS:** Enter your ID number and corresponding password
- **FACULTY AND STAFF:** Use the first part of your email address and corresponding password
- After logging in, you will be asked to select **at least** three causes and three interests (examples below). These are used to match volunteers to agencies.
- Based on the causes and interests that you have chosen, agencies will be suggested for you to **"Fan"**
  - Fanning an agency is like "following" an account on Twitter or "Liking" a page on Facebook. When you fan an agency, you will receive updates when that agency posts new needs.
- Your new account is then completed!







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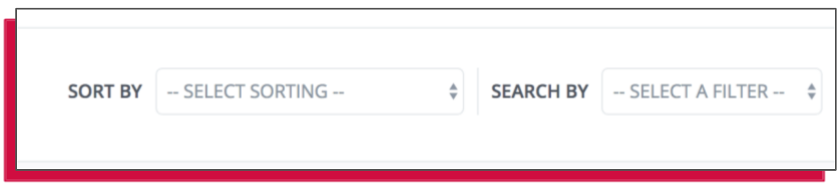
SEARCHING FOR NEEDS, EVENTS AND AGENCIES

- To search for volunteer opportunities (“needs”), events and agencies, refer to the corresponding tab on the left side of the dashboard screen.
- Filtering tools are used to filter the results of needs, events and agencies.
- If you are volunteering for an assignment in a class, make sure to filter by your User Group by selecting the “USER GROUP” filter in the dropdown menu. This will populate all needs attached to your specific class.



RESPONDING TO NEEDS

- Once you find a need, click the “RESPOND” button at the top right corner of the page.
- The “Need Response” webpage will open. From here, you can specify the hours you are available and list your contact information.
- Make sure you click the “SUBMIT NEED RESPONSE” button on this page.
- After submitting a need response, you will receive an automated confirmation message from Ugetconnected.

INTERACTING WITH AGENCIES

- Agencies on the Ugetconnected platform are normally very good about reaching out to students who respond to their needs. We typically give agencies 3 business days to email or call you to confirm your service time/location.
- If agencies do not respond within 3 business days, don’t panic – there’s a good chance that your message is on their to-do list!
  - Your first step would be to reach out to the agency through the email or phone information provided on the agency profile.
  - In that message or phone call, re-affirm your interest in serving with the organization and ask them to help you schedule a time to serve.
  - If more time passes and you still don’t hear back, contact the **Equity, Inclusion, & Community Engagement Department** at engage@westerntc.edu for assistance.

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TIPS FOR EFFECTIVE VOLUNTEER EXPERIENCES

- When arriving at your service site, find the person in charge of the activity you're helping with and confirm your activity details and gather their contact information.
- Make sure to fill out your agency's **check-in form** (if they have one) so that they can more easily review and approve your volunteer hours later.
- Learn more about the agency and the community good that is being accomplished by talking to staff, clients, and other volunteers at your service site.
- Reflect on your service and consider:
  - How does my service impact the lives of people in my community?
  - How am I building a more thriving, resilient, and just community?
  - How can I use this experience to help me relate to others better?
  - What opportunities exist for me to continue to learn and grow?

TRACKING VOLUNTEER HOURS

- From the user dropdown menu, select "**TRACK HOURS"**.
- At the top of this webpage, you can view hours that have been tracked by date and export the hours in an Excel spreadsheet.
- At the bottom of the webpage, you can log hours.
- Specify whether the hours are related to a need you responded to.
- Record the date of the volunteer work, hours worked and miles traveled. (There is also a space for notes if needed.)
- **If you are volunteering as part of a class assignment**, check if your class has a user group (it would be listed in the drop-down menu).
  - If so, make sure you include your class user group in the "USER GROUP" drop-down menu. This is required to ensure that your need response and hours will be attached to your class.
  - If not, select "N/A" in the drop-down menu and type the name of your class in the "Notes" box.
- Logged hours from needs listed on Ugetconnected will be submitted for verification by respective agencies.

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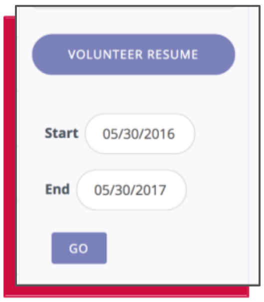
ACCESS VOLUNTEER RESUME

- Volunteer resumes provide you with a summary of hours worked, number of responses, interests responded to and impact value.
- To access the volunteer resume, go to “View Profile” in the user dropdown menu.
- On the left side of the webpage, click “VOLUNTEER RESUME.” The resume will begin downloading as a PDF file.



CONTACT THE EQUITY, INCLUSION, & COMMUNITY ENGAGEMENT DEPARTMENT:

If you have any questions regarding Western’s Ugetconnected site, contact the Equity, Inclusion, & Community Engagement Department at engage@westerntc.edu.