

# Volunteer Application Process

This document will describe the steps in completing an online application to become an approved volunteer with the Auburn School District.

If you need help at any time contact us by email to [volunteer@auburn.wednet.edu](mailto:volunteer@auburn.wednet.edu) or call us at 253-931-4916.

# Access the System and Register



- Access the system. Copy and paste the following *url* address into your internet browser:  
<https://auburnvolunteers.hrmpplus.net>
- The online application system will launch as shown to the right.
- This is a verified & secured site.
- Click the REGISTER button

The screenshot shows the Auburn School District website header with the logo and contact information: 915 4th Street NE, Auburn, WA 98002, p: 253-931-4900, f: 253-931-8006. Below the header is a navigation bar with 'Home' and 'FAQ' links. The main content area features a 'Quick Links' section with a link to the 'Auburn School District Website'. The primary heading is 'Volunteer Application System'. A paragraph explains that users should view 'How To' documents in the Quick Links menu. There are two main action buttons: 'Register' (with a person icon) and 'Update Application' (with a power icon). A 'Translator' section provides instructions for using Google Chrome to view the site in a different language. Contact information for help is provided at the bottom: Email: volunteer@auburn.wednet.edu, Phone: 253-931-4900. The date 'Tuesday, August 15, 2017' and 'Register'/'Login' buttons are visible in the top right of the page.

# Complete the Registration Process



If you are registering for the first time, fill in the information below. Your e-mail must be unique and can only be used ONCE to register. Your password must be at least 8 characters in length. Write down your information when you register. **Please Do NOT create a second account if you were not able to register. Please contact us at 253.931-4900 or by email to [volunteer@auburn.wednet.edu](mailto:volunteer@auburn.wednet.edu)**

**If you have already registered, DO NOT REPEAT this process.** Instead, go to the Home page and click log in using the email and the password you previously created.

\*You must have an e-mail address to register in this portal. If you do not have an email address, click this link to obtain one for free: [Free Email](#). **Do not share your email and/or password with other users or allow any other user to utilize the email address you use when creating this account.** All fields are required. - (Note: - Registration may take several seconds. Once you click the Register button please wait until the system responds.)

Indicates required field

Email Address:

First Name:

Last Name:



Password:


Confirm Password:

Register Cancel


- Enter your email address
- Enter your first name
- Enter your last name
- Enter a password (*must be at least 8 long – any combination of letters, numbers or characters*)
- Confirm your password
- Click REGISTER


# Complete My Profile-Personal Info


**My Profile Information.**  
 You are now in MY PROFILE. Complete each page as instructed. Then click the  at the bottom to go to the next page until you finish. You may click the  on the right for further help.


**If your information is correct click  at the bottom to proceed. Optionally, you may enter a Prefix, Suffix, aka names or an alternate email address.**


New Volunteer User ID is


Prefix 


First Name 


Middle Name 


Last Name 


Suffix 


Email Primary 

Email Secondary 


Birthdate 

aka First Name 

aka Last Name 



**SELECT INTEREST**  School Volunteer  Coach/Activities Volunteer  Auburn Student Volunteer

NEXT 

- You will see your name information from your registration activity.
- Add your AKA First Name, Middle Name and/or AKA Last Name. This is important for us to complete a required background check.
- Enter your BIRTHDATE.
- Check the type(s) of volunteer activities for which you are interested.
- Click NEXT at the bottom to continue.

**School Volunteer** – all school/classroom functions

**Coach/Activities** – Coach/Activities ( ASB, band, drama etc.)

**Auburn Student Volunteer** – attending Auburn as a student

# Complete My Profile-Contact Info

**+ Add Address**

Address 1	Address 2	City	State	Zip
*Address 1	Address 2	*City	*State	*Zip Code
Address 1 is required. !		City is required. !		Zip Code is required. !

**Save** **Return**

**Phone: You must enter at least one phone number.**

**+ Add Telephone Number**

Phone Number Type	Phone Number	Extension	#
	( ) - -		

**Save** **Return**

**GO BACK** **NEXT**

- **Click Add Address.** Enter your address information. Click **SAVE**.
- **Click Add Telephone Number.** Enter your phone number. Click **SAVE**.
- **Click NEXT to continue.**

# Complete My Profile-Disclosure

This is the last part of My Profile. Read this information and answer all questions carefully and accurately. Pursuant to state law and board policy the district will conduct a background check as part of the volunteer application review process. Information provided herein is utilized as part of that process. When finished click NEXT at the bottom.

## ☐ My Profile Information.

**You are now in MY PROFILE. Complete each page as instructed. Then click the ▶ at the bottom to go to the next page until you finish. You may click the ↻ on the right for further help.**

Complete all sections. Any falsification or deliberate misrepresentation, including omission of a material fact, or failure to complete any part of your application or this questionnaire, can be grounds to deny your volunteer application.

### RELEASE/HOLD HARMLESS AGREEMENT

The agreement in this section includes all Auburn School District activities I choose to participate in during the school year. I ACKNOWLEDGE the Auburn School District will make every attempt to insure my safety while participating in the volunteer and/or contractor event/activity, but there are certain inherent risks involved that may be unavoidable resulting in bodily injury or property damage to myself and others.

First or Second Degree Manslaughter

Violation of Child Abuse Restraining Order

First or Second Degree Murder

2. Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor? ↻

Yes  No

# Complete My Checklist

What presents on My Checklist depends on the type of volunteer you choose to apply for in My Profile. All required items are identified with X. Click and complete each activity as instructed.

When you have completed all activities the status of your application will change from Incomplete to Complete. Your status is visible near the bottom of the page.

Now that you have submitted your application, your information will be reviewed. You are NOT authorized to volunteer until that review is complete at which time you will receive an email notification and you will see an event on the page indicating your approved volunteer type and expiration date.

### My Checklist

Using My Checklist

**CLICK EACH ACTIVITY TO COMPLETE THAT CHECKLIST ITEM.**

- ✘ --indicates a required item that is not complete.
- ✔ --indicates an item is complete.
- --indicates an optional item.
- Click to view My Checklist on any page.
- i Click to view HELP on any page.

You may click the **Application Summary** button below to preview/print your application. If the report does not appear, check for a pop-up blocker and allow pop-ups from this site. **When your application status is Complete that ensures we will review your application. However, you are NOT approved to volunteer until we complete that review at which time, 1) you will receive an email notification and 2) an Event will be visible to the right displaying your approved volunteer type and expiration date.**

Your Current Status is i **Incomplete**

**Application Summary**

Activity	Status	Date
<a href="#">Volunteer Preferences</a>	✘	8/15/2017
<a href="#">Volunteer Orientation</a>	✘	8/15/2017
<a href="#">Volunteer Agreement</a>	✘	8/15/2017
<a href="#">My Uploads</a>	✘	8/15/2017

Event	Date
No data to display	

# Helpful Information

- You can click this icon on any page in the system for additional instructions.
- In review you will Register, complete My Profile (Personal Info, Contact Info & Disclosure) and then complete the items in My Checklist.
- Once your application is complete our office will review your information and conduct a background check.
- If approved you will receive an email notification and you will see the approved event at the bottom of the My Checklist page. You can return to the system at any time to check your information.
- Volunteers are approved for one (1) school year. You will be notified at the end of the school year to update your application information should you wish to continue to volunteer.





- We truly appreciate your interest in providing volunteer services. If there is anything we can do to assist you with the process please contact us:
  - Email: [volunteer@auburn.wednet.edu](mailto:volunteer@auburn.wednet.edu)
  - Call: 253-931-4916