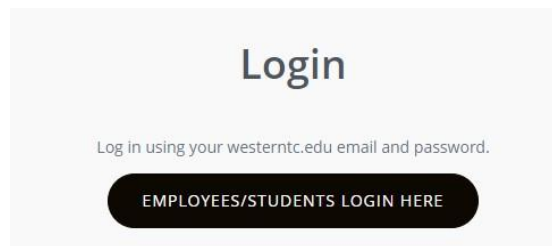


UGETCONNECTED

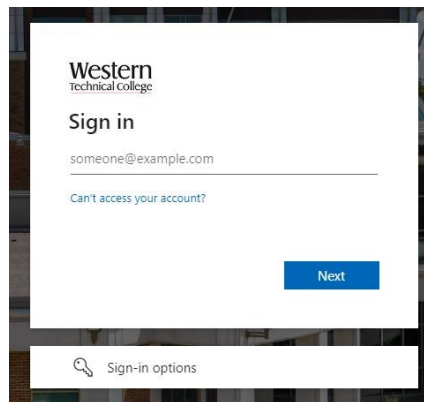
NEW VOLUNTEER TRAINING

FIRST TIME LOG-IN

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



- You will be redirected to a Western’s login page.
- Enter your Western email address and click “**Next**” then enter the corresponding password.

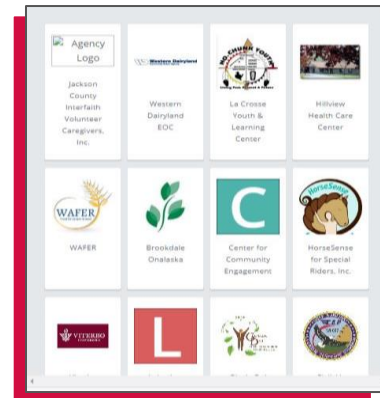
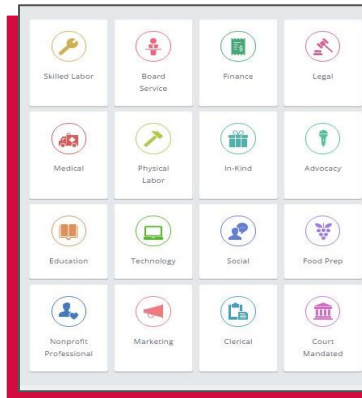


- After logging in, you will be asked to select **at least** three causes and three interests (examples below). These are used to match volunteers to agencies.
- Based on the causes and interests that you have chosen agencies will be suggested for you to “**Fan**”
 - Fanning an agency is like “following” 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.

U GET CONNECTED

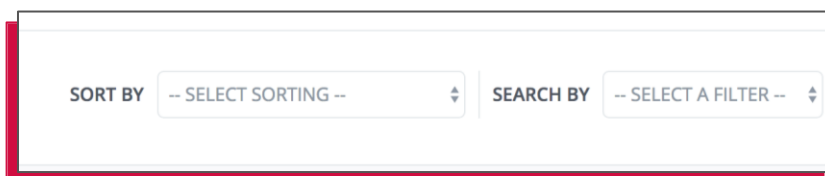
NEW VOLUNTEER TRAINING

- Your new account is then completed!



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 and your instructor has instructed you to do so, 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.

UGETCONNECTED

NEW VOLUNTEER TRAINING

- 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 thespace@westernnc.edu for assistance.

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.

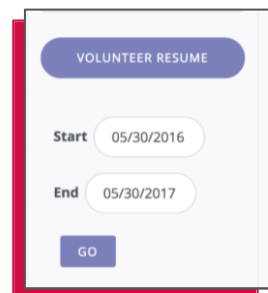
UGETCONNECTED

NEW VOLUNTEER TRAINING

- 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 Individual needs added from outside of Ugetconnected will be verified by Western’s Equity, Inclusion & Community Engagement Department.

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.



The image shows a screenshot of a web form titled "VOLUNTEER RESUME". At the top is a blue button with the text "VOLUNTEER RESUME". Below this are two input fields: "Start" with the date "05/30/2016" and "End" with the date "05/30/2017". At the bottom of the form is a blue button with the text "GO".

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 thespace@westerntc.edu or call 608-781-6191.