

UGETCONNECTED

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UNIVERSITY of WISCONSIN
LA CROSSE

NEW VOLUNTEER GUIDE

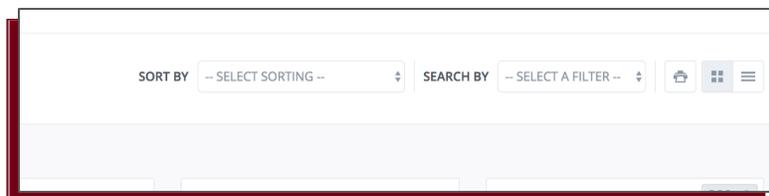
FIRST TIME LOG-IN

- University of Wisconsin-La Crosse affiliates (students, staff and faculty) already have a Ugetconnected account associated with their campus username and password.
- Students and faculty signing in for the first time can access their account by going to www.uwlax.edu/ugetconnected and clicking "STUDENTS/EMPLOYEE LOGIN."
- Enter your username (do not include @uwlax.edu) and corresponding password.
- After logging in, you will be asked to select **at least** three causes and three interests. 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."
- 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.



RESPONDING TO NEEDS

- Once a need is found, click the "RESPOND" button at the top right corner of the need webpage.
- The "Need Response" webpage will open. From here, you can specify the hours you are available and provide additional information such as company affiliation and address.

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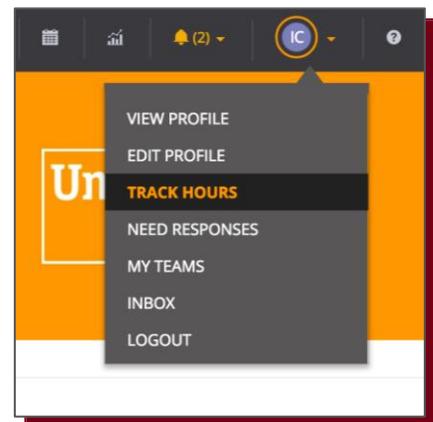
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- After submitting a need response, you will receive an automated confirmation message from Ugetconnected.
- If agencies do not respond within 3 business days, you should reach out to the agency through the contact information provided on the agency profile.

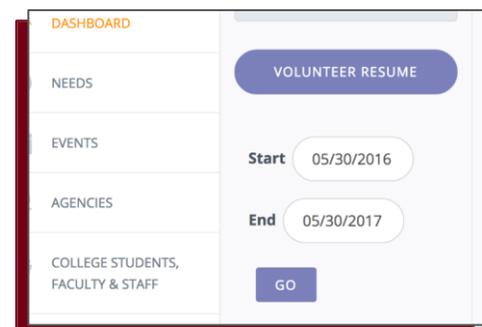
TRACKING VOLUNTEER HOURS

- 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 from a need you responded to- if so, specify the need.
- Record the date of the volunteer work, hours worked, and miles traveled. (There is also a space for notes if needed.)
- Logged hours from needs will be submitted to be verified by respective agencies.



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 UGETCONNECTED TEAM:

If you have any questions regarding the Ugetconnected site, contact our team at info@ugetconnected.org.