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# How to update your profile

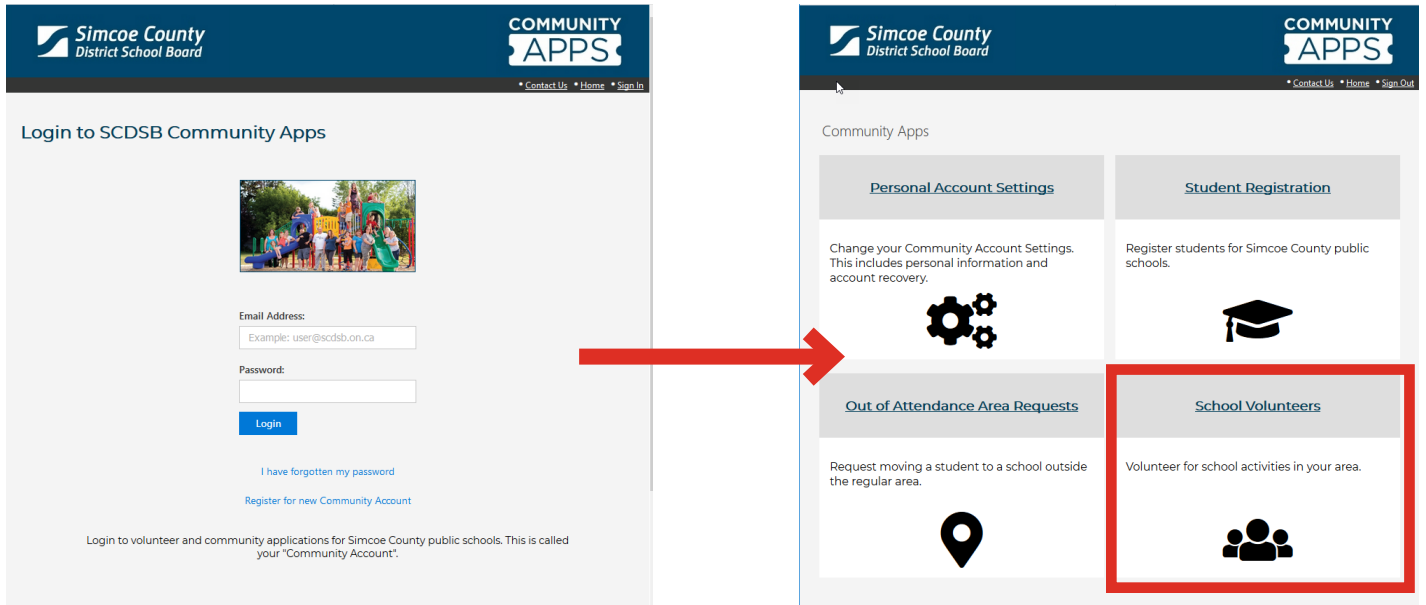
## Volunteer Portal

Has something changed? These instructions go through how to update your profile information.

# Profile Change

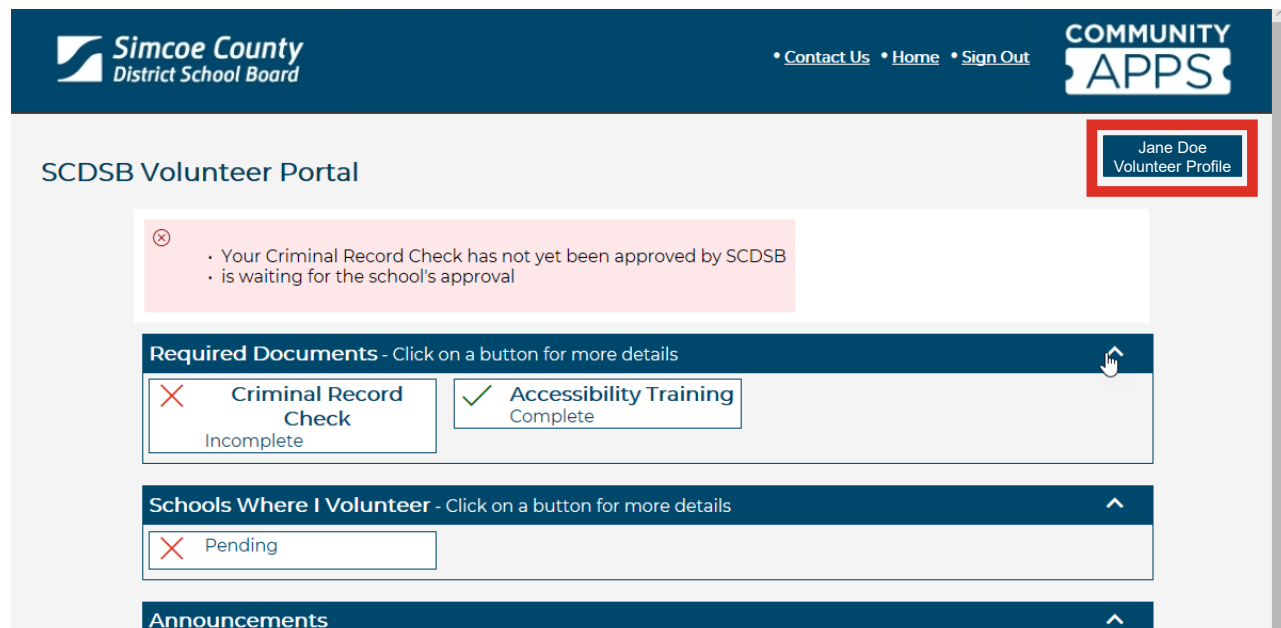
## Step 1

Log into **Community Apps** and select **School Volunteers**.



## Step 2

Click on your name in the blue box on the top right of the screen.



# Step 3

Change any information that you need to such as activities you want to help with, email address, phone number or request a name change. Once you are finished scroll to the bottom and select **Confirm**.

**Simcoe County**  
District School Board

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**COMMUNITY APPS**

### Profile

#### Volunteer Profile

Required fields are marked with an asterisk (\*).

**Login Email Address:**  
Janedoe@gmail.com

**Legal First Name:\***  
Legal Name has to match CRC on record  
Jane

**Legal Last Name:\***  
Doe

[Request Name Change](#) ?

**Middle Name:**

**Primary Phone Number:\***  
XXX-XXX-XXXX

Anytime  Daytime  Evenings

**Alternate Phone Number:**

Anytime  Daytime  Evenings

**Alternate Email Address:**

Note:  
Automated messages will be sent to both primary and

0

#### Activities

Note: To select multiple activities and coaching events hold the Ctrl key while clicking on an item.

**I would like to help with:**

- Parent Council
- Fun Lunch
- Breakfast Program
- Nit Buster

**I would like to coach:**

- Hockey
- Baseball
- Football
- Lacrosse

Note:  
Some coaching activities may require additional training.

#### Experience

Please describe your previous volunteering experiences:

Have you ever been terminated from a volunteer position?  Yes  No

[Confirm](#) [Cancel](#)