
Volunteer Portal

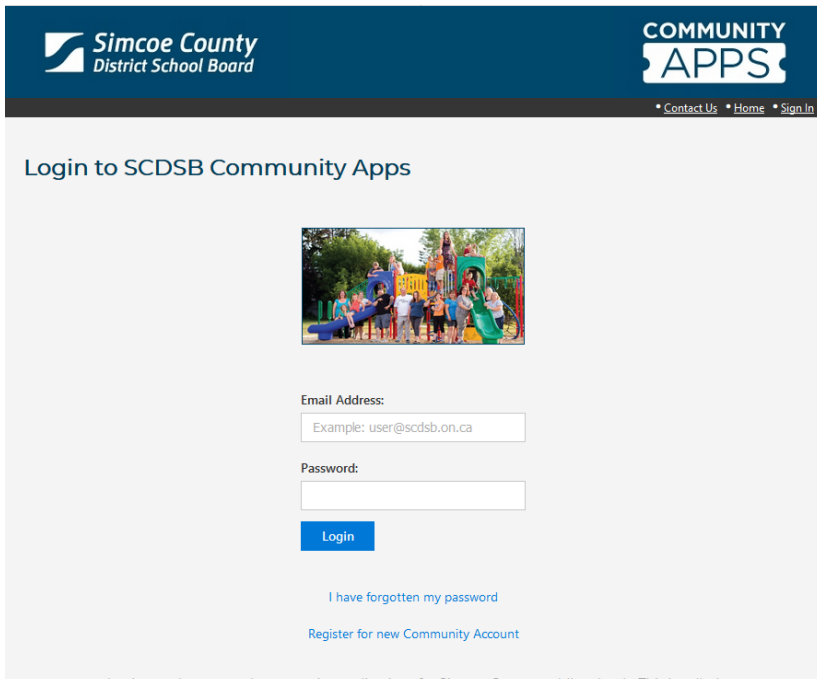
Community Apps

The volunteer portal allows you to complete your volunteer forms and complete your training. The portal also allows you to see the status of your request and add and remove schools.

Volunteer Portal

Step 1

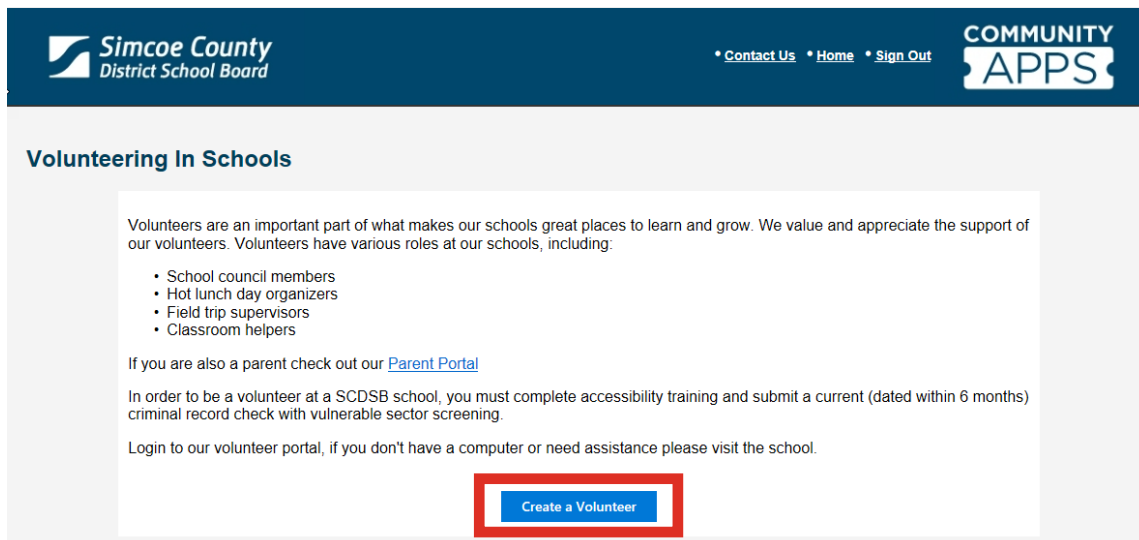
Navigate to the Volunteer Portal by clicking on the link available on the volunteer page on your schools website. And login. If you do not have an account please register as a new user. You can also navigate to the Volunteer Portal by logging into Community Apps and selecting School Volunteers



Reminder: Each volunteer will have to have their own community apps account. Each community apps account is created with a separate email address.

Step 2

You will be brought to a volunteer information page. Please review the information before selecting **Create a Volunteer**.



Step 3

The next page asks if you are a new volunteer. All volunteers who have been notified that their Criminal Background Check/ Vulnerable Sector Screening (CBC/VSS) is over 5 years old will be considered a new Volunteer. If you are a new volunteer please select the option No. If you select Yes you will be required to enter your school and your unique ID that would have been provided by your school. Once complete select Confirm.

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New Volunteer

If you are a current volunteer at SCDSB check **Yes** in order to match an existing record in our old system.
If you are a returning volunteer and check **No** you will be required to provide a new criminal record check.
If you are a returning volunteer and your criminal record check on file is 5 years or older by October 31 you will be required to provide a new criminal record check.

Are you a current SCDSB Volunteer? Yes No

Confirm

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If you are a returning volunteer and your criminal record check on file is 5 years or older by October 31 you will be required to provide a new criminal record check.

Are you a current SCDSB Volunteer? Yes No

What school do you volunteer at?

Please enter the unique volunteer Id provided by your school:

If you don't have your unique Id contact your school

Confirm

Step 4

Fill out your volunteer profile with as much detail as possible. When finished select **Confirm** at the bottom.

Volunteer Profile

Required fields are marked with an asterisk (*).

Login Email Address:
kevin.smith@gmail.com

Legal First Name:*
Legal Name has to match CRC on record
Kevin

Legal Last Name:*
Smith

Middle Name:

Primary Phone Number:*

 Anytime Daytime Evenings

Alternate Phone Number:

 Anytime Daytime Evenings

Alternate Email Address:

Step 5

All volunteers must complete accessibility training. Please follow the link to the training. Once complete type your name for an electronic signature and check the box that you have completed it.

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Accessibility Training & Confirmation

Ontario's Integrated Accessibility Standards Regulation (IASR) includes general training on the requirements of the accessibility standards and on the Human Rights Code as it pertains to persons with disabilities. The training on the accessibility standards and on the Human Rights Code must be undertaken by all employees, volunteers and third parties providing services on behalf of the board. The training video has been created by The Ontario Human Rights Commission and is titled, Working Together: The Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) which achieves the training requirements for section 7 of the AODA.

TRAINING DELIVERY: Training, which is comprised of a series of videos, will be delivered online on the Ontario Human Rights Commission (OHRC) website. The online training videos have sound. Log onto the site below and follow the instructions:

[Working Together: The Code and the AODA](#)

Required fields are marked with an asterisk (*).

Entering your name in this text box counts as an electronic version of your binding signature

Your legal name as signature: *

I declare that I have completed the training *

Confirm Cancel

Step 6

From the dashboard click on **Add School** to request to be a volunteer. Only one School may be requested at time of registration. **The school you add must be the school you have provided your CBC/VSS to.**

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COMMUNITY APPS

SCDSB Volunteer Portal

⊗ Your Criminal Record Check has not yet been approved by SCDSB

Required Documents - Click on a button for more details

⊗ Criminal Record Check Incomplete	✓ Accessibility Training Complete
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Schools Where I Volunteer - Click on a button for more details

⊕ Add School

Announcements

Step 7

Select the school you wish to volunteer at from the drop down list and select **Confirm**. **Additional schools may only be requested after the approval process has been completed with the initial school requested.** Each school admin will need to approve you before you can volunteer.

The screenshot shows the 'Volunteer at a New School' form. At the top left is the Simcoe County District School Board logo. At the top right are links for 'Contact Us', 'Home', and 'Sign Out', along with the 'COMMUNITY APPS' logo. The main heading is 'Volunteer at a New School'. Below this, there is instructional text: 'If you are a new volunteer you must have completed the Accessibility Training and bring in a completed Criminal Record Check with Vulnerable Sector Screening to the school that you are volunteering for.' and 'Select the school you want to volunteer at and click Confirm which will send a request to the school.' A label asks 'What school do you want to volunteer at?' followed by a dropdown menu showing 'Adjala Central Public School'. Below the dropdown are two buttons: 'Confirm' and 'Cancel'.

Dashboard View

From the Volunteer dashboard you can see your volunteer status as well as any required documents.

The screenshot shows the 'SCDSB Volunteer Portal' dashboard. At the top left is the Simcoe County District School Board logo. At the top right are links for 'Contact Us', 'Home', and 'Sign Out', along with the 'COMMUNITY APPS' logo. The main heading is 'SCDSB Volunteer Portal'. Below this, there is a notification box with a red 'X' icon and the text: 'Your Criminal Record Check has not yet been approved by SCDSB' and 'Adjala Central Public School is waiting for the school's approval'. Below the notification is a section titled 'Required Documents - Click on a button for more details' with an upward arrow. This section contains two items: 'Criminal Record Check' with a red 'X' icon and the status 'Incomplete', and 'Accessibility Training' with a green checkmark icon and the status 'Complete'. Below this is a section titled 'Schools Where I Volunteer - Click on a button for more details' with an upward arrow. This section contains one item: 'Adjala Central Public School' with a red 'X' icon and the status 'Pending'. At the bottom is a section titled 'Announcements' with an upward arrow.

Troubleshooting

When I click on the training page link nothing happened.

Please check in the browser settings or add-ons for pop-up blockers. The browser may be stopping the new window from opening.

I can't continue on. I keep getting an error page.

Your login session may have timed out if it was left too long. Close the session and sign in again.

I don't know my password to get back in.

On the Community Apps login page there is a link if you have forgotten your password.