**Be a School Volunteer** is a Web-based application developed to facilitate and expedite the process of becoming a school volunteer. Employees, Parents, Students and Community members will be able to apply online to different locations for different service activities.

Parents/Guardians and Community members must have an account with Miami-Dade County Public Schools (M-DCPS) to be able to access the **Be a School Volunteer** application on the Portal. This user guide will provide instructions on how to apply to become a school volunteer.

See these user guides to register for an account:
- Parent Account Registration
  http://myportal.dadeschools.net/parent/
- Community Account Registration Process
  http://myportal.dadeschools.net/community/

**Note:** If you are a Parent/Guardian with a joint Parent Account, and both Parents/Guardians would like to participate in the volunteer program, one Parent/Guardian will use the Parent Account to apply for the volunteer program through the Parent Portal. The other Parent/Guardian must register through the Community Portal to obtain a Community Account. With the Community Account, apply for the volunteer program in the Community Portal. [See the Community Account Registration Process user guide, step by step instructions: http://myportal.dadeschools.net/community/.

**Getting Started**

To access the Portal,

▼ **Open** the Internet browser

▼ **Type** www.dadeschools.net

▼ **Click** Community tab or Parent tab

On the dadeschools.net Community or Parent page,

▼ **Click** Login to Portal

The Portal Access page displays.

**Log in to the Community Portal**

Continue here to access the Community Portal.

[To access the Parent Portal, go to Login to the Parent Portal section, on page 2.]

From the Community Portal Access page,

▼ **Click** Login to Community Portal

The Log in screen will display.

**To log in, enter your username and password below:**

- **Username:** C1234567
- **Password:** ********

▼ **Type** your user name

▼ **Type** your password

▼ **Press** Enter

The Community Portal page will display.
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Community Portal - Services and Sites
From the Community Portal page,

▼ Click Services/Sites tab

The Community Portal Services/Sites page will display.

▼ Click Be a School Volunteer

The School Volunteer Program: Volunteer Registration page will display.

[To continue, skip the next two Parent sections and go to Volunteer Registration on page 3.]

Log in to the Parent Portal
If you are a Parent/Guardian with a Parent account, continue here to access the Parent Portal. [To register for a parent account, see the Parent Account Registration user guide: http://myportal.dadeschools.net/pdf/parentAccountRegistrationGuide.pdf.]

▼ Type your user name
▼ Type your password
▼ Press Enter

The Parent Portal page will display.
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Volunteer Registration

The Volunteer Registration page will display the first time the applicant (Parent/Guardian or Community Member) accesses the School Volunteer Program application. Volunteer applicants must complete required fields which include, Name, DOB, SSN, Address, Emergency Contact Name, Emergency Contact #, and Ethnicity. [See My Personal Info section on page 5 to update the volunteer’s personal information.]

Note: Name, Address, and Date of Birth must be accurate or clearance process will be delayed.

Parent Portal - Services and Sites

From the Parent Portal page,

▼ Click Services/Sites tab

The Parent Portal Services/Sites page will display.

▼ Click Be a School Volunteer

The School Volunteer Program: Volunteer Registration page will display.

Select Volunteer Interests and Locations

Volunteer applicants must select school location and type of service activities they are volunteering for. Volunteer applicants will be processed by the system according to the level for the service activity they selected.

Level 1 activities will perform an electronic background check and the school will be able to approve or deny the volunteer immediately.

Level 2 activities will require fingerprinting.

From the Volunteer Registration page,

▼ Type required information

When finished,  ▼ Click Submit

The message window will open.

The message “Continuing will require an identification & background check. Are you sure you want to continue?” will display.

▼ Click OK

The School Volunteer Program: Volunteer Interests page will display, if the initial clearance process was successfully completed. If it was not, you will be prompted to correct and resubmit your information.
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To select a location and service activities,

- Click **Select a New Volunteer Location...** drop-down menu
  
  [By pressing a letter within the drop-down menu, the application will take you to the first entry that starts with that letter.]

- Click **Student Relative** box, if applicable

Select one or more service activities. **[Please select Level 2 activities first. Level 2 requires fingerprinting, which will require more time.]**

- Click service activity boxes to be selected
- Click **Submit**

For Level 1 service activities, the message: “Your application is pending approval at SAMPLE LOCATION NAME. Please visit the location’s volunteer coordinator with a photo ID for final approval.” will display. The date and time will also be displayed.

For Level 2 service activities, please follow the instructions in the **Messages** section for the fingerprinting process. You can select additional activities at other schools while you wait for Level 2 approval (fingerprinting).

Check the status of your application, (approved or denied), under the **Messages** section, in the **Volunteer Interests** page.

If your application is approved, the message “Thank you. You have been approved at SAMPLE SCHOOL NAME. Please Click Here” will display.

[The Please Click Here is a link to the School Volunteer Policies and Guidelines.]

You may apply to additional schools, if desired.

**Edit Service Activities**

To edit the school location service activities selected,

- Click the **Edit** edit option

The page will change to display the service activities. Make changes/additions as needed.

- Click the **Save** option
- Click the **Cancel** option, to cancel edit mode

The **Messages** section will display your application status.
**BE A SCHOOL VOLUNTEER**  
*(For Parents and Community Members)*

**Delete School Location**

Volunteers may terminate their services at a school location by deleting the location from their application. A volunteer’s services may be terminated at any time, by the principal or the volunteer.

From the **School Volunteer Program - Volunteer Interests** page,

1. **Click** the **Delete** option

   The message “Are you sure you want to delete this location?” will display.

2. **Click** OK

   The school location will be deleted from the page.

**My Personal Info**

Use **My Personal Information** page to update the volunteer’s personal information. My Personal Info is located on the left menu panel of the **School Volunteer Program** page.

From the **School Volunteer Program** page,

1. **Click** **My Personal Info**, on the left menu panel

   The **School Volunteer Program: My Personal Information** page will display.

   - The fields that appear in yellow are required. The fields with grayed-out text cannot be changed.
   - **Click** the field to be updated
   - **Type** new information
   - **Click** Submit

   The message “Update your personal information now?” will display.

2. **Click** OK

   The message “Your information was updated” will display.

3. **Click** OK

   To go back to the **School Volunteer Program (SVP)** page,

   - **Click** the **Volunteer Placement** link, on the left menu panel

**Exit the Portal**

It is important to close the **School Volunteer Program Portal** application or any other Portal application you are working on and exit the Portal to prevent access to your Portal by others.

From the **School Volunteer Program** application,

1. **Click** the **Applications/Sites** tab

From the **Applications/Sites** page,

1. **Click** the **Logout** button, in the upper right corner of the page

   The Message “You have successfully logged off of the system” will display.

  2. **Click** in the upper right corner to close the page

   You are now logged out of the **Portal**.

**Whom to Contact for Assistance**

For assistance regarding the **School Volunteer Program**, contact the **Office of Community Services** at 305-995-2995.