In-Hospital Volunteers Tutorial

Apply to Return to Volunteer

(after an extended absence)



go to your volunteer Dashboard...





Login with your email ad	dress and password			
PHOENIX CHILDREN'S		Home	Search	Login
	Login or Register			
	EMAIL ADDRESS			
	PASSWORD			
	Please enter a password.			
	Volunteer Login			
	Forgot your password?			
	Apply to volunteer			
Did you forget your	nassword?			

- Did you forget your passworu?
 - Click Forgot your password and follow the steps ٠
 - If any difficulty, view the brief Updating Your Password tutorial in the Volunteer Knowledge Library

(www.phoenixchildrens.org/volunteer-knowledge-library-vkl)



Upon logging in, you will see a screen similar to this. Click *Re-apply*





After clicking the blue *Re-Apply* button, refresh the page and you will be directed to update your volunteer profile. Please update your address and phone number, if any changes



User Information

✓ User ID / Email



✓ Street Address 1 Street Address 2	
1919 E Thomas Rd	
✓ City ✓ State	✓ Zip Code
Phoenix Arizona 🗸	85004
✓ Primary Phone Alternate Phone	
(602) 933-3048 ext () ext	Then, scroll down to update anything else in your profile:
User Information	Email address
✔ User ID / Email	Dashboard Password
phoenixchildrensvolunteers@gmail.con	Email & Text Preferences
✓ Password	T-shirt size
✓ Verify Password	 Your availability for volunteer shifts[*]
	 Your areas of preference*
Application Questions	Emergency Contact info *See next slide regarding Availability

Have you ever been convicted of or pleaded guilty or no contest to committing any crime? (Note: You may omit minor traffic violations such as speeding tickets or non-moving violations and any conviction that has been annulled, expunged, or sealed by a court). If yes, please explain in full. Do you have any



*It is particularly important to give us your new Availability and Service Area Preferences before we can review your application.

Availability				
✓ When are you available	ilable to volunteer?			
Monday	Friday			
🗆 5:30am - 9am	🗆 5:30am - 9am			
🗆 9am - 12:30pm	🗆 9am - 12:30pm			
🗆 11am - 3pm	🗆 11am - 3pm			
🗆 2pm - 6:30pm	🗆 2pm - 6:30pm			
🗆 4pm - 7pm	🗆 4pm - 7pm			
🗆 5:30pm - 8:30pm	Z 5:30pm - 8:30pm			
Tuesday	Saturday			
🗆 5:30am - 9am	🗆 5:30am - 9am			
✓ 9am - 12:30pm	9am - 12:30pm			
🗆 11am - 3pm	🗆 11am - 3pm			
2 2pm - 6:30pm	🗆 2pm - 6:30pm			
🗆 4pm - 7pm	🗆 4pm - 7pm			
□ 5·20nm 0·20nm	□ 5·20nm 0·20nm			

Volunteer Service Area Preference

Please do not enter free text. Use the blue down arrows to choose from the list of available choices					
✓ Assign Preference 1st Choice	✓ Assign Preference 4th Choice				
Child Life Bedside Volunteers	Child Life Zone				
✓ Assign Preference 2nd Choice	✓ Assign Preference 5th Choice				
1 Darn Cool School	Family Care Cart				
✓ Assign Preference 3rd Choice					
Child Life Rehab	· •				



Be sure to scroll to the bottom of your Profile and click Save





In case you log out before updating the required fields in your Profile, you'll get an email prompting you to do so. You only need to update your information once.



Hello Rana,

Thank you for initiating the re-onboarding process with Phoenix Children's volunteer department.

Your next step is to <u>log back into your dashboard</u> to provide us with your current availability and volunteer areas of interest.

Once you have proivded this information, we will review your application and will contact you about next steps.

Thank you,

Volunteer Services



That's it!

Once your Profile is updated we will review your application to determine where we have needs that match your interest and availability. We will be in touch via email.



For re-applying!

