

KINGS GAP VOLUNTEER WORK LOG

On DCNR WEBSITE

1. Login

To access the Conservation Volunteer application Log In page type the following URL in your browser window:

<https://www.volunteers.dcnr.state.pa.us/login.aspx>

Type in your valid User Name and Password in the corresponding form fields.

To create your Password, refer to the Password section below.

To Log In: Type in your User Name, Password and click the “Log In” button to enter the Conservation Volunteer System.

NOTE: You will need to register for the system before using it. Click on the link below “Log In” and follow onscreen instructions.

The screenshot shows the DCNR Conservation Volunteer Log In page. The page has a green header with the DCNR logo and the text "pennsylvania DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES". To the right of the header are links for "PA STATE AGENCIES" and "ONLINE SERVICES", a search bar labeled "Search PA", and the names of the Governor and Secretary. Below the header is a navigation menu with links for "What is a Conservation Volunteer?", "Types of Projects", "Project Search", "How to get Involved", "Conservation Volunteer Application", "Stories", "Contact Us", and "Log In". The main content area is titled "Log In" and contains a form with the following elements:

- A heading: "Log In"
- A instruction: "Enter your User Name and Password, then click the "Log In" button"
- A "User Name:" label followed by a text input field.
- A "Password:" label followed by a text input field.
- Two buttons: "Log In" and "Cancel".
- A link: "Register to be a Conservation Volunteer"
- A link: "Forgot User Name/Password"

At the bottom of the page is a footer with links for "DCNR Home", "Contact DCNR", "Privacy Policy", "Security Policy", and "PA Home".

Volunteers' User Manual

Login Screen

“Register to be a Conservation Volunteer” link

Clicking the “Register to be a Conservation Volunteer” link will display the Conservation Volunteer application form on the DCNR’s website.

“Forgot User Name/Password” link

Clicking the “Forgot User Name/Password” link will display the Forgot Username/Password form page. To receive your Username and Password, type in your email address and click the “Continue” button. Your login information will be emailed to you.



The screenshot shows the DCNR website's "Forgot Username/Password" form page. The page has a green header with the DCNR logo and "pennsylvania DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES". Navigation links include "PA STATE AGENCIES", "ONLINE SERVICES", and a search bar. Below the header, it lists "Tom Corbett, Governor" and "Richard J. Allan, Secretary". The main content area is titled "Forgot Username/Password" and contains the following text: "Please type in your email address below and click the 'Continue' button. Your User Name and Password will be emailed to you." Below this text is an "Email:" label followed by a text input field and a "Continue" button. A left sidebar contains a "DCNR CONSERVATION VOLUNTEER" logo and a list of links: "What is a Conservation Volunteer?", "Types of Projects", "Project Search", "How to get Involved", "Conservation Volunteer Application", "Stories", "Contact Us", and "Log In". At the bottom of the sidebar is a "Search DCNR" search bar. The footer contains links for "DCNR Home", "Contact DCNR", "Privacy Policy", "Security Policy", and "PA Home".

Forgot Username/Password form page

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Forgot Username/Password message page

Passwords

- Passwords may neither contain the user Name, nor any part of the user's full name
- Passwords may not reuse any of the last ten previously used passwords
- Passwords may not be changed more than once every fifteen (15) days
- User IDs are locked after five (5) consecutive failed log-on attempts and require administrator-level access to unlock them
- Once a user is logged in, the system will be locked after fifteen (15) minutes of inactivity, requiring the user to re-enter the password to regain access to the system
- Systems software is to limit validity of initial password(s) to the new user's first session log-on. At first log-on, the user is to be required to choose a new password. This same process applies to the resetting of passwords.

All initial passwords for new user accounts are system-generated, and sent via email to the new user or to the creator of the new account if no email address has been provided. New users will then be required to change the system-generated password the first time they log into the system.

Users who are having trouble logging in should use the "Forgot User Name/Password" link before they lock themselves out of the system (see Login).

If you are using a password right now that is not in compliance with the standards defined above, or still using a system-generated password, you may be required to change your password the next time you log in.

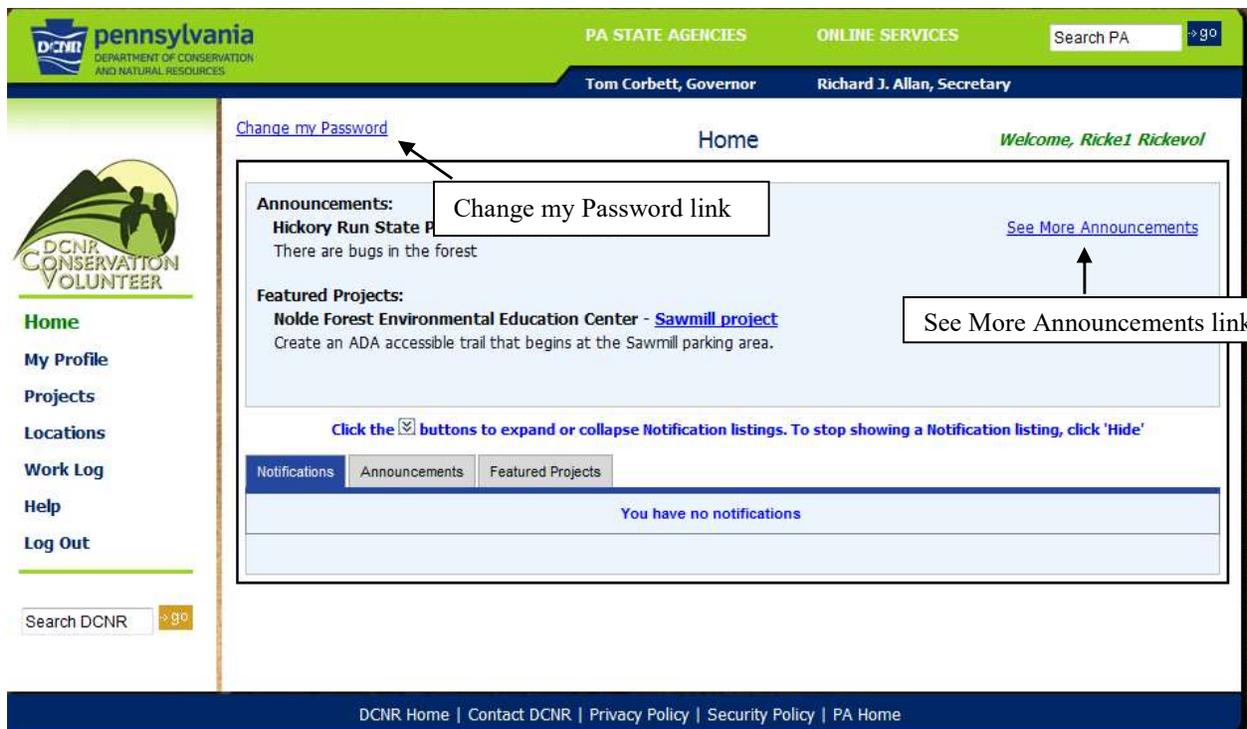
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2. Home

The “Home” screen is displayed after a successful login or by clicking the “Home” link on the left navigation menu. This screen contains the Notifications, Announcements and Featured Projects tab pages.

The Announcements preview and Featured Projects preview are viewed at the top of the screen. Click the “See More Announcements” link to display the “Announcements” tabbed page (see Announcements tabbed page for more information.) Click the project link under Featured Projects, to display the “Projects” screen (see Projects).

To view more Notifications, Announcements and Featured Projects tab information, click the corresponding tab.



Home screen

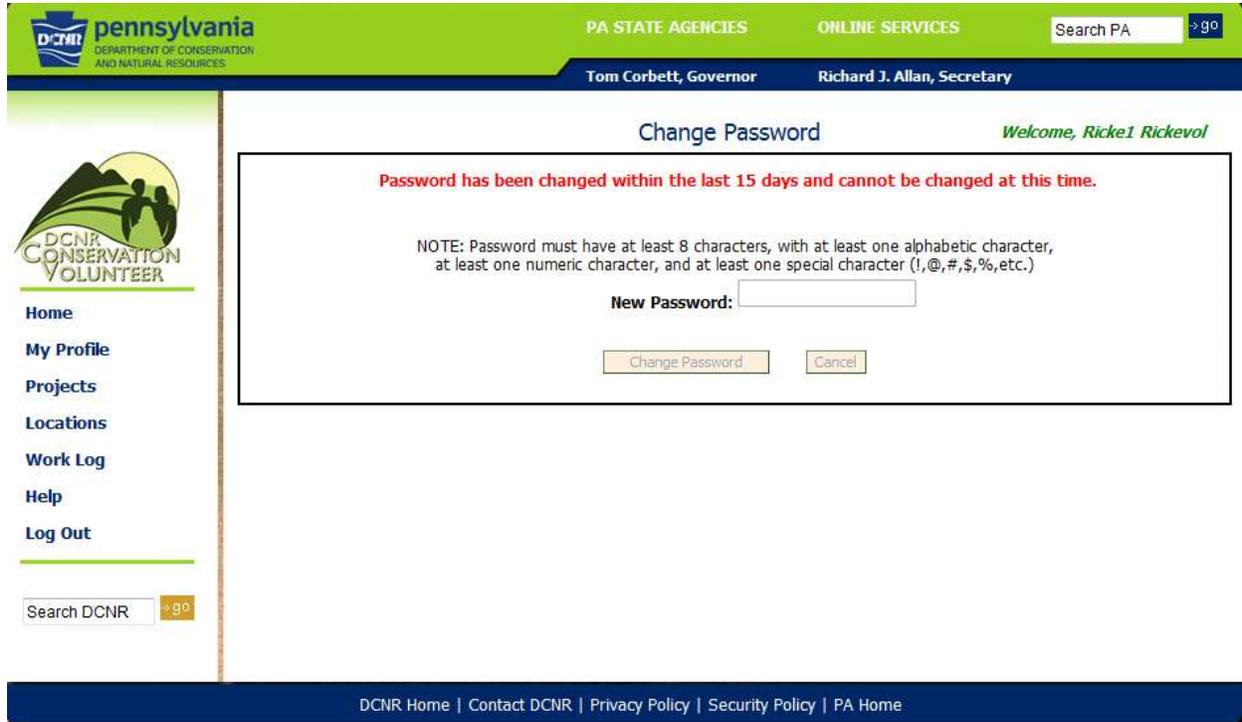
Change my Password link

The “Change my Password” link is available on all application screens. Clicking the “Change my Password” link will display the “Change Password” screen.

Change Password

1. Change your password by clicking the “Change my Password” link, available at the top of each screen.
2. Follow the directions on the screen to change your password (see below). A message will display if you are not able to change your password.

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Change Password screen

Notifications tabbed page

The Notifications tabbed page (see above) will display notifications that require action from you: complete a document, sign a document, correction to be made to your work log, etc.

Announcements tabbed page

Clicking the “Announcements” tab will display the announcements search panel at the top of the screen and the Park/Forest announcements of the locations you are approved to volunteer in the tabbed section. Announcements of your approved location are the default search results.

Search announcements by choosing the search filter and clicking the “Search” button.

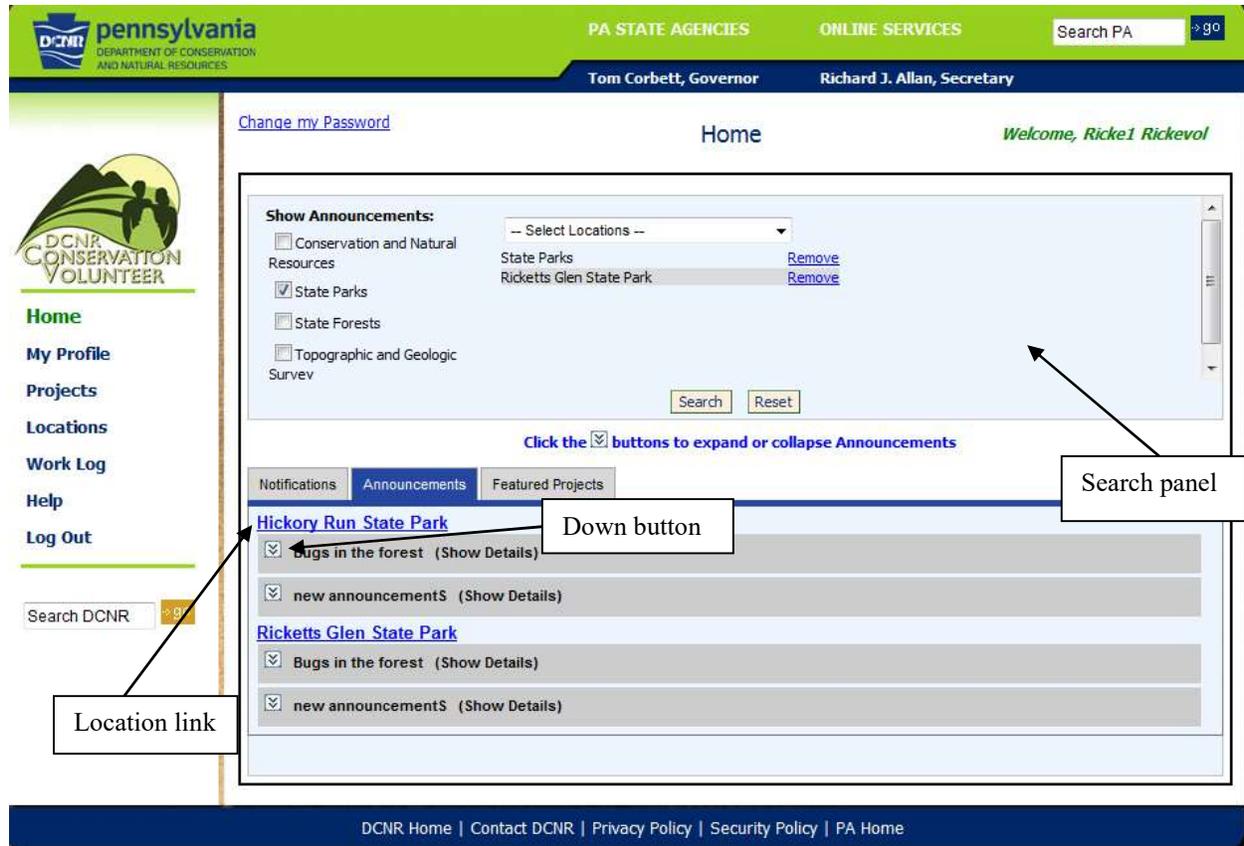
Clicking the “Reset” button will display your default search results.

Announcements tabbed section

Clicking the “Location” link will display the location’s DCNR’s web page.

Clicking the down button of the corresponding location will display the announcement(s) for that location.

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Announcements tabbed page

Featured Projects tabbed page

Clicking the “Featured Projects” tab will display the Projects search panel at the top of the page and the Park/Forest featured projects of the locations you are approved to volunteer displayed in the tabbed area, as the default search results.

Search projects by choosing the search filter and clicking the “Search” button.

Clicking the “Reset” button will display your default search results.

Featured Projects tabbed section

The Featured Projects tabbed page displays the featured projects of the locations you are approved to volunteer by default. Use the above search panel to search featured projects at other locations.

“Project” link

Clicking the “Project” link will display the project’s details on the “Projects” screen (see Projects).

“Location” link

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Clicking the “Location” link will display the location’s DCNR’s webpage in a new browser window.

The screenshot shows the DCNR Conservation Volunteer web application interface. The top navigation bar includes the DCNR logo, the text 'pennsylvania DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES', and links for 'PA STATE AGENCIES', 'ONLINE SERVICES', and a search bar. Below this, the names of the Governor (Tom Corbett) and Secretary (Richard J. Allan) are displayed. The main content area is titled 'Home' and includes a welcome message for 'Ricke1 Rickevol'. A sidebar on the left contains navigation links: Home, My Profile, Projects, Locations, Work Log, Help, and Log Out. The main content area features a 'Show Featured Projects' section with a dropdown menu for selecting locations and a list of project categories. Below this is a 'Featured Projects' tabbed page with a table of projects. The table has columns for Start Date, End Date, Project, and Location. A single project is listed: 'Sawmill project - Create an ADA accessible trail that begins at the Sawmill parking area.' with a start date of 07/01/2011 and an end date of 08/31/2011. The location is 'Nolde Forest Environmental Education Center'. Two arrows point to the 'Project' and 'Location' links in the table, labeled 'Project link' and 'Location link' respectively. The bottom of the page contains a footer with links for 'DCNR Home', 'Contact DCNR', 'Privacy Policy', 'Security Policy', and 'PA Home'.

Featured Projects tabbed page

3. My Profile

The “My Profile” screen is accessed by clicking the “My Profile” link in the left navigation. This screen contains your name profile, Locations, Documents and Mileage Report tabbed pages.

Your name profile tabbed page

Your name profile page gives the ability to change your volunteer application information, password and to print your completed volunteer application.

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Change volunteer application information

1. Select and type in form information.
2. Click the “Save” button.

Print completed volunteer application

1. Click the “Print Application” link. Your completed volunteer application will display in a new browser window.
2. Select “File” and “Print” on the browser toolbar.

Change Password

1. Click the “Change Password” button. You will receive a message if you cannot change your password.
2. Complete the Change Password form (see Login).

The screenshot displays the 'My Profile' page for a user named Ricke1. The page header includes the DCNR logo, 'pennsylvania DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES', and navigation links for 'PA STATE AGENCIES' and 'ONLINE SERVICES'. A search bar is present in the top right. The main content area is titled 'My Profile' and includes a 'Change my Password' link. The profile form contains the following fields and options:

- Please select type of Volunteer:** Individual (selected), Family, Organization
- Is Volunteer Under 18?** Yes, No (selected)
- User Name:** rickeVol1
- Password:** Change Password
- Title (Mr., Ms., Dr., etc.):** [Text Input]
- First Name:** Ricke1
- Middle Initial:** [Text Input]

A box labeled 'Print Application link' with a downward arrow points to a 'Print Application' button. At the bottom of the form are 'Save' and 'Cancel' buttons. The footer contains links for 'DCNR Home', 'Contact DCNR', 'Privacy Policy', 'Security Policy', and 'PA Home'.

My Profile screen

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Locations tabbed page

The Locations tabbed page gives the ability to select a new location, delete a location and to view the approval status of your requested locations.

Request to volunteer at a new location

1. Select the new location for the Location drop down.
2. Click the “Add” link to add the Location.
3. Click the “Cancel” link to cancel the request.
4. Approval Status will be “Pending” until approval.

Delete Location

1. Click the “Delete” link. Message box will display to confirm deletion.
2. Click “OK”. You will be removed from the location.

The screenshot shows the DCNR Conservation Volunteer web application interface. At the top, there is a green header with the Pennsylvania Department of Conservation and Natural Resources logo and navigation links for PA State Agencies and Online Services. Below the header, the user is logged in as 'Rickevol, Ricke1' and is viewing the 'My Profile' page. The 'Locations' tab is selected, showing a table with the following data:

Location	Approval Status	Actions
<input type="text" value=""/>		Add Cancel
Ricketts Glen State Park	Approved	Delete
Bald Eagle State Park	Pending	Delete

Annotations in the screenshot include:

- 'Add link' and 'Cancel link' pointing to the top right of the table.
- 'Locations' pointing to the first row of the table.
- 'Approval Status' pointing to the second column of the table.
- 'Delete link' pointing to the 'Delete' links in the third column of the table.

Locations tabbed page

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Documents tabbed page

The Documents tabbed page gives the ability to view your documents that have been turned in, confirm that the document has or has not been electronically signed, validation date and print the agreement.

Print Agreement

1. Click the “Print Agreement” link. A message box will display.
2. Click the “Open” button. The Agreement will open in Word.
3. Click the “Print” link in Word.

The screenshot shows the DCNR Conservation Volunteer portal. The top navigation bar includes the DCNR logo, "pennsylvania DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES", "PA STATE AGENCIES", "ONLINE SERVICES", and a search bar. Below the navigation bar, the user's name "Rickevol, Ricke1" and the "Documents" tab are visible. The main content area shows two agreements:

Document	Date Valid
<input checked="" type="checkbox"/> Signed Electronically	06/06/2011
<input checked="" type="checkbox"/> Signed Electronically	06/06/2011

A callout box labeled "Print Agreement link" points to the "Print Agreement" link for the "Rights and Duties Agreement". Below the agreements, a message states: "No other Documents have been entered for this Volunteer."

Documents tabbed page

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4. Projects

The “Projects” screen is accessed by clicking the “Projects” link on the left navigation. The “Projects” screen gives the ability to view projects you have signed up to volunteer, your sign up status, view documents entered for a project, search projects, view project details and to sign up to volunteer for projects.

Use the search panel at the top of the screen to search projects by date, locations and interests. The search results will populate the Projects tabbed page. The Projects tabbed page default information will be projects that you have signed up to volunteer.

Select a specific project to view its details, from the Select Project dropdown list. The project will populate the tabbed area with the ability to view its details.

The screenshot shows the DCNR Pennsylvania website's "Projects" page. At the top, there is a green header with the DCNR logo and navigation links for "PA STATE AGENCIES" and "ONLINE SERVICES". Below the header, there is a navigation menu on the left with options like "Home", "My Profile", "Projects" (highlighted), "Locations", "Work Log", "Help", and "Log Out". The main content area is titled "Projects" and includes a search panel with fields for "Start Date", "End Date", "Locations" (currently showing "Ricketts Glen State Park"), and "Interests". Below the search panel is a "Select Project" dropdown menu. A table lists projects, with one row for "ricke_project" showing "Start Date" (07/11/2011), "End Date" (07/16/2011), "Location" (Ricketts Glen State Park), and "Signed Up" status. A "View" link is present next to the project name. Callout boxes point to the "Select a Project" dropdown, the "ricke_project" row, and the "View" link.

Project	Start Date	End Date	Location	Signed Up	View
ricke_project	07/11/2011	07/16/2011	Ricketts Glen State Park	Signed Up	View

Projects screen

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Search Projects

1. On the search panel, type in and/or select your search filters.
2. Click the “Search” button, the search results will populate the Projects tabbed page.
3. Click the “Reset” button to display default information.

Sign up for a Project

1. Use the search panel or select project drop down to display the project in the Projects tabbed page. The “Volunteer in (location of project)” link will be displayed.

NOTE: Select “2017 Friends Group Volunteer Hours” for your project.

Project	Start Date	End Date	Location		
bigsp project	07/11/2011	07/16/2011	Big Spring State Park	Volunteer in Big Spring State Park	View
ricke project	07/11/2011	07/16/2011	Ricketts Glen State Park	Signed Up	View

Searched or selected project displayed in Projects tabbed page

2. Click the “Volunteer in (location of project)” link, the “Sign Up” link will be displayed.

Project	Start Date	End Date	Location		
bigsp project	07/11/2011	07/16/2011	Big Spring State Park	Sign Up	View
ricke project	07/11/2011	07/16/2011	Ricketts Glen State Park	Signed Up	View

Searched or selected project displayed in Projects tabbed page

3. Click the “Sign Up” link to sign up for the corresponding project. “Signed Up” will be displayed noting that you have signed up to volunteer for the project. You will have to be approved by the project’s location coordinator in order to volunteer for the project. Your approval status will be “Pending” until approved, on the Location screen for the sign up location (see Location). You will be notified upon approval.

Project	Start Date	End Date	Location		
bigsp project	07/11/2011	07/16/2011	Big Spring State Park	Signed Up	View
ricke project	07/11/2011	07/16/2011	Ricketts Glen State Park	Signed Up	View

Searched or selected project displayed in Projects tabbed page

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5. Locations

The Locations screen is accessed by clicking the “Locations” link on the left navigation. The Locations screen gives the ability to search locations, view your approval status for a location, contact locations and to access locations’ DCNR’s web page.

Use the search panel at the top of the screen to search locations using the Show Locations and Location Types filters. The default search results are the locations you are signed up to volunteer. To search locations, select the desired filter(s) and click the “Search” button. Click the “Reset” button to return to the default search results.

The screenshot displays the 'Locations' page of the DCNR Conservation Volunteer system. At the top, there is a navigation bar with the Pennsylvania DCNR logo, 'PA STATE AGENCIES', 'ONLINE SERVICES', and a search box. Below this, the page title 'Locations' is centered, with a welcome message 'Welcome, Ricke1 Riccevol' on the right. The left sidebar contains navigation links: Home, My Profile, Projects, Locations (highlighted), Work Log, Help, and Log Out. The main content area features a search panel with 'Show Locations' (radio buttons for 'My Locations' and 'All Locations') and 'Location Types' (checkboxes for 'Conservation and Natural Resources', 'State Parks', 'State Forests', and 'Topographic and Geologic Survey'). Below the search panel is a dropdown menu labeled 'Select Location: -- Select Location --'. The main content area contains a table with the following data:

Location	Approval Status	Contact this Location
Bendigo State Park	Pending	Contact this Location
Big Pocono State Park	Pending	Contact this Location
Big Spruce State Park	Pending	Contact this Location
Ricketts Glen State Park	Approved	Contact this Location

Three callout boxes with arrows point to the table columns: 'Location name link' points to the 'Location' column, 'Approval Status' points to the 'Approval Status' column, and 'Contact this Location link' points to the 'Contact this Location' column.

Location screen

Clicking the “Location name” link will display the location’s DCNR’s webpage in a new browser window.

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Approval Status will be “Pending” if not approved and Approved when approved by the location’s coordinator.

Clicking the “Contact this Location” link will display the Location name tabbed page with an email contact form.

Contact Location

1. Click the “Contact this Location” link on the Locations screen, the location name tabbed page with the contact location form will display.
2. Type in the message you wish to send.
3. Click the “Submit” button. Confirmation that your message was sent will display in a new browser window and displayed on the Location name tabbed page (see below).
4. Click the “Cancel” button to cancel your message.

The screenshot displays the DCNR Conservation Volunteer web application interface. At the top, there is a green header with the Pennsylvania Department of Conservation and Natural Resources logo, navigation links for "PA STATE AGENCIES" and "ONLINE SERVICES", a search bar, and the names of the Governor (Tom Corbett) and Secretary (Richard J. Allan). Below the header, a blue navigation bar contains "Change my Password", "Locations", and a personalized welcome message "Welcome, Ricke1 Rickevol".

The main content area is titled "Locations" and features a "Show Locations" section with radio buttons for "My Locations" (selected) and "All Locations". To the right, "Location Types" includes checkboxes for "Conservation and Natural Resources", "State Parks" (checked), "State Forests", and "Topographic and Geologic Survey". A "Search" and "Reset" button are provided. Below this is a "Select Location:" dropdown menu currently showing "Bendigo State Park".

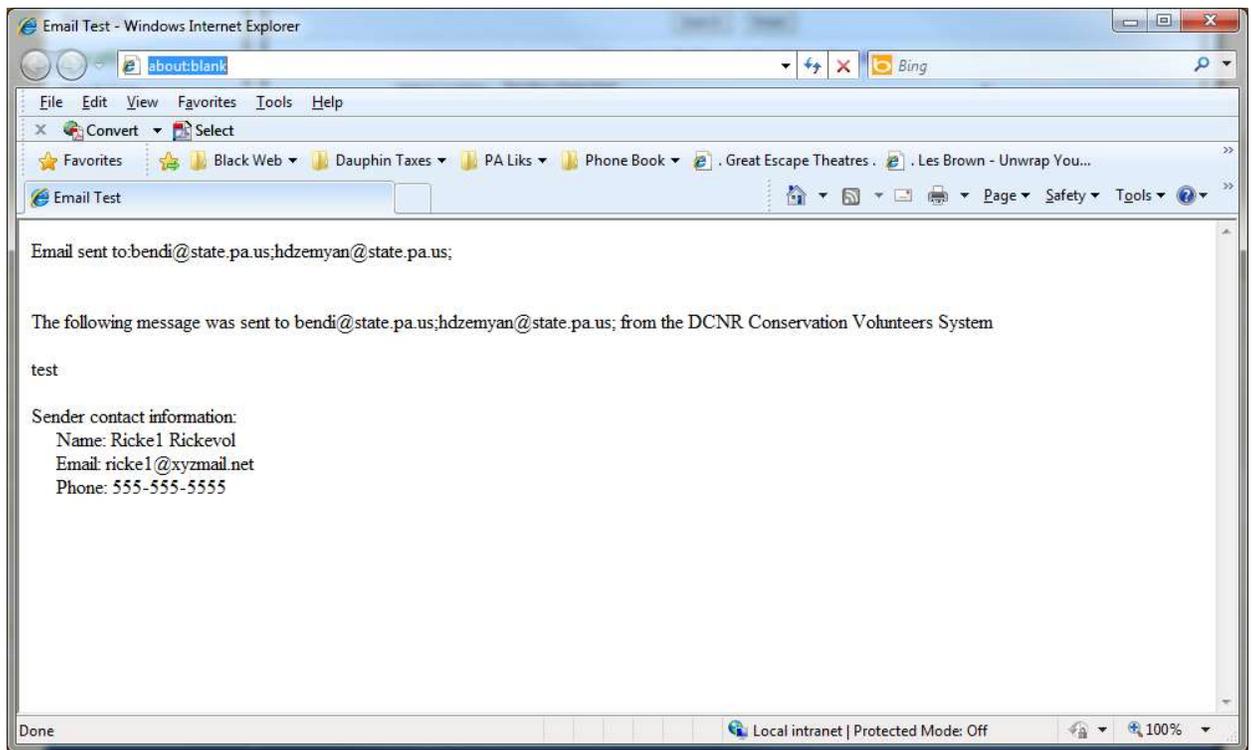
The "Bendigo State Park" tab is active, showing a form with the following fields:

- * Location Name: Bendigo State Park
- * Phone Number: 814-965-2646
- A blue instruction box: "Please provide your contact information below, enter your message and click the Submit button. This will send your message to Bendigo State Park"
- * Your Name: Ricke1 Rickevol
- * Your Email: ricke1@xyzmail.net
- Phone Number: 555-555-5555 (with an example: 555-555-5555)
- * Message: (a large text area)

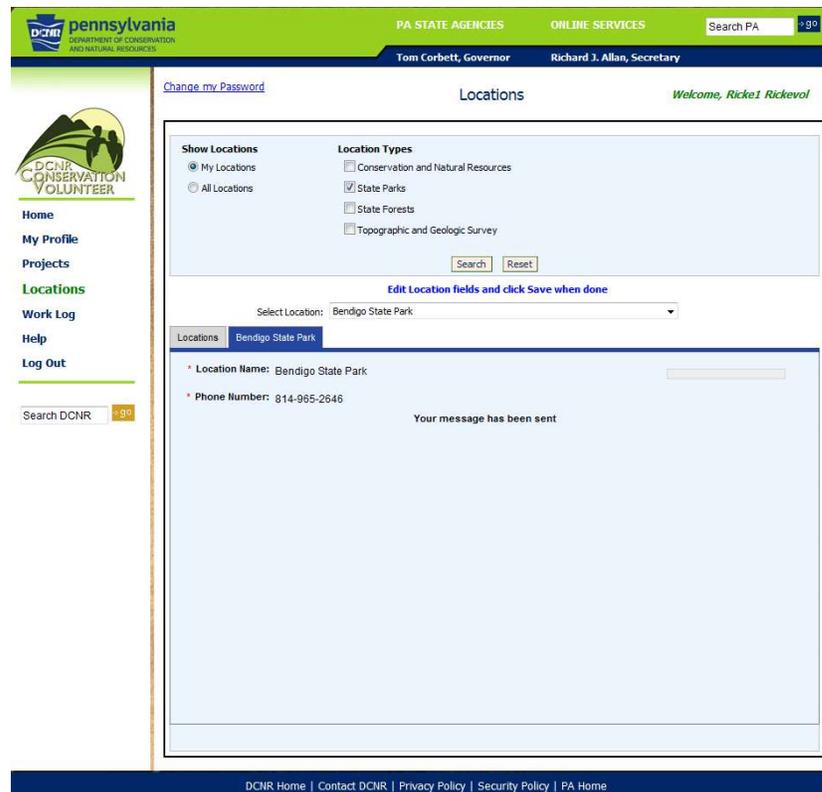
At the bottom of the form are "Submit" and "Cancel" buttons. The footer of the page contains links for "DCNR Home", "Contact DCNR", "Privacy Policy", "Security Policy", and "PA Home".

Contact location email form

Volunteers' User Manual



Contact Location confirmation screen



Location name tabbed page message sent confirmation

Volunteers' User Manual

6. Work Log

The Work Log screen is accessed by clicking the “Work Log” link on the left navigation. This screen gives the volunteer the ability to type in, edit or delete work log entries for a project(s). All work log entries will be pending until approved by the project’s location coordinator.

Use the search panel at the top of the screen to search your work logs that are entered in the system. The “Show Work Logs” filter will search work logs with the approval status of Pending, Approved and Disapproved. Choose your search filters and click the “Search” button to display search results.

The default search is all of your work logs, clicking the “Reset” button will display the default search.

The screenshot displays the DCNR Pennsylvania Work Log interface. At the top, there is a navigation bar with the DCNR logo, the text "pennsylvania DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES", and links for "PA STATE AGENCIES" and "ONLINE SERVICES". A search bar is present with the text "Search PA" and a "go" button. Below the navigation bar, the user's name "Tom Corbett, Governor" and "Richard J. Allan, Secretary" are displayed. The main content area is titled "Work Log" and includes a "Welcome, Ricke1 Rickevol" message. On the left side, there is a navigation menu with links for "Home", "My Profile", "Projects", "Locations", "Work Log" (highlighted), "Help", and "Log Out". Below the menu is a "Search DCNR" field with a "go" button. The main content area contains a "Show Work Logs" section with checkboxes for "Pending", "Approved", and "Disapproved". It also includes fields for "Start Date", "End Date", "Select Projects", "Select Locations", and "Select Interests". A list of locations is shown with "Remove" links: Bendigo State Park, Big Pocono State Park, Big Spring State Park, and Ricketts Glen State Park. Below this list are "Search" and "Reset" buttons. A message states "Use this page to Add, Edit, or Delete Work Log entries". The "Work Log" section is titled "Work Log" and includes "Entering Work Logs by:" with radio buttons for "Project" (selected) and "Interest and Location". It also has a "Select Volunteer" dropdown (set to "Rickevol, Ricke1") and a "Select Project" dropdown. Below this, a message states "No Work Log entries matching selected criteria have been entered for this Volunteer." A table with columns "Start Date", "End Date", "Volunteer", "Project/Interest", "Hours", and "Miles" is shown. The table is empty. Below the table, there are "Add link" and "Add Cancel" buttons. A callout box labeled "Add link" points to the "Add link" button, and another callout box labeled "Cancel link" points to the "Add Cancel" button.

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Work Log screen

Enter Work Log Information

You must be approved to volunteer at the Project's location.

1. On the Work Log tabbed page, select the Project or Interest and Location radio button under “Entering Work Logs by:”
 - a. Select Project: The selected project will display under the Project/Interest heading.
 1. **NOTE: Select “2017 Friends Group Volunteer Hours”**
 2. Click the calendar icons to select Start and End dates.
 3. Type in the Hours you spent volunteering for the project.
 4. Click the “Add” link.
 5. Click the “Cancel” link to cancel the work log entry.

The Approval status will be pending until approved by the project's location coordinator.

Clicking the “Project” link will display the Project name tabbed page (see Projects).

Clicking the “Volunteer name” link will display the Volunteer name tabbed page (see My Profile).

The screenshot shows the DCNR Pennsylvania Work Log interface. The top navigation bar includes the DCNR logo, Pennsylvania state agencies, and online services. The main content area is titled 'Work Log' and features a 'Show Work Logs' section with filters for Pending, Approved, and Disapproved. Below this is a table of work log entries. The first entry is highlighted, and callouts point to the 'Volunteer name link', 'Project link', and 'Edit link' in the table row.

Start Date	End Date	Volunteer	Project/Interest	Hours	Miles	Approval	
08/25/2011	08/25/2011	Rickevol, Ricke1	ricke project	4		Pending	Add Comments Edit Delete

Work Log entry

Clicking the “Edit” link will display the Work Log edit form (see above).

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Edit Work Log entry

1. Click the corresponding Work log entry "Edit" link.
2. Select or type in the data you want to edit.
3. Click the "Update" link.
4. Your update will display on the work log entry.

Work Log edit form

Add Work Log Comments

1. Click the "Add Comments" link. The Work Log Comments form will display.
2. Select a comment from the Select Comment drop down list or type in your comment.
3. Click the "Add" link to add the comment. The comment entry will display with the work log entry.
4. Click the "Cancel" link to cancel the comment.

Work Log Add Comment form

Click the "Edit" link to display the Work Log edit form (see above Edit Work Log entry).

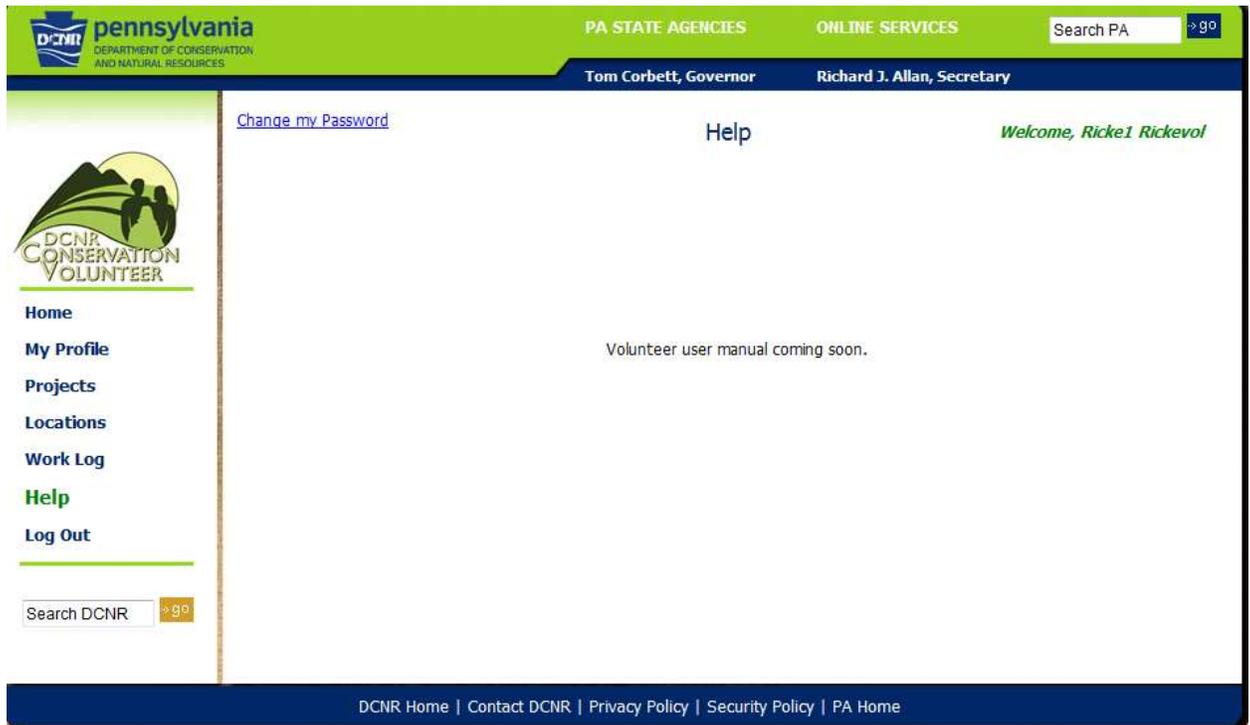
Click the "Delete" link to display delete confirmation, click confirm to delete comment.

Click the "Comment" link to display or hide the comment(s) for the work log entry.

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5. Help

The Help screen is accessed by clicking the “Help” link on the left navigation. The Help screen displays a link to the “Volunteers’ User Manual”. Other helpful documents may be accessible from this page in the future.



Help screen

6. Log Out

Clicking the “Log Out” link on the left navigation, will log you out of the Conservation Volunteer system and display the system’s Log In screen.