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, referr 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.

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.

Forgot Username/Password form page

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.

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.
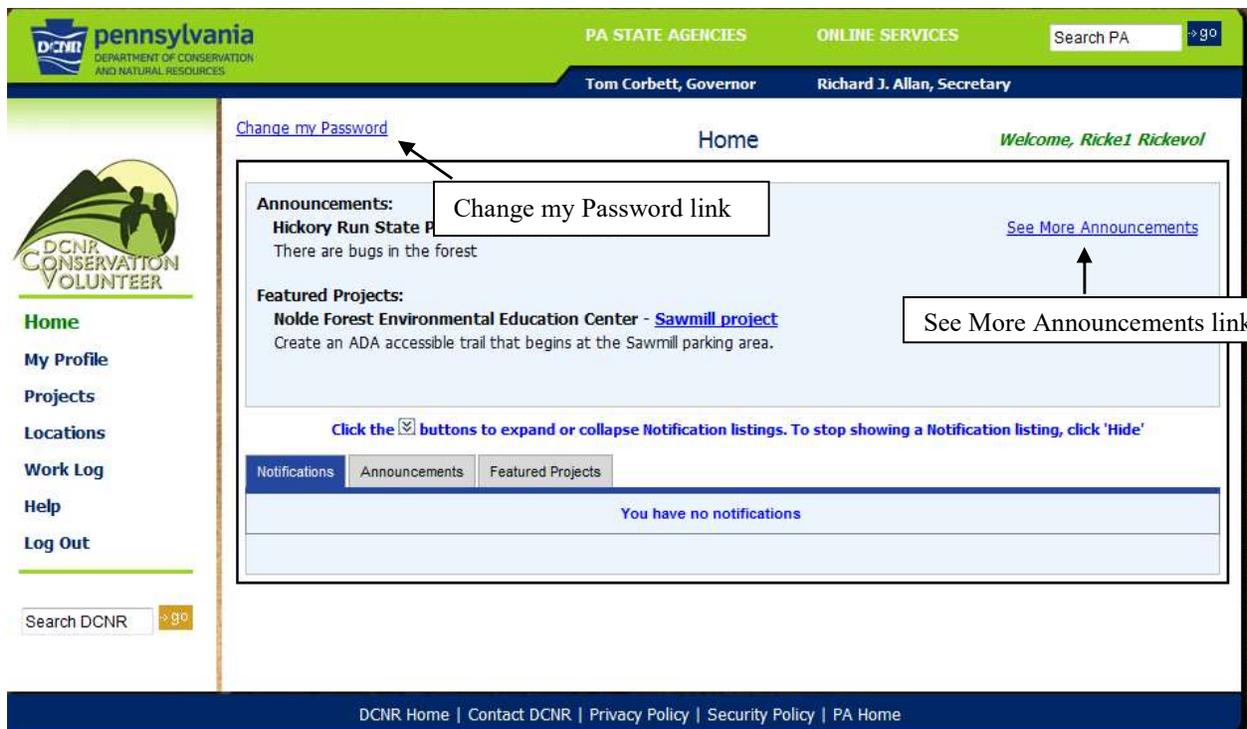

Home screen

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.
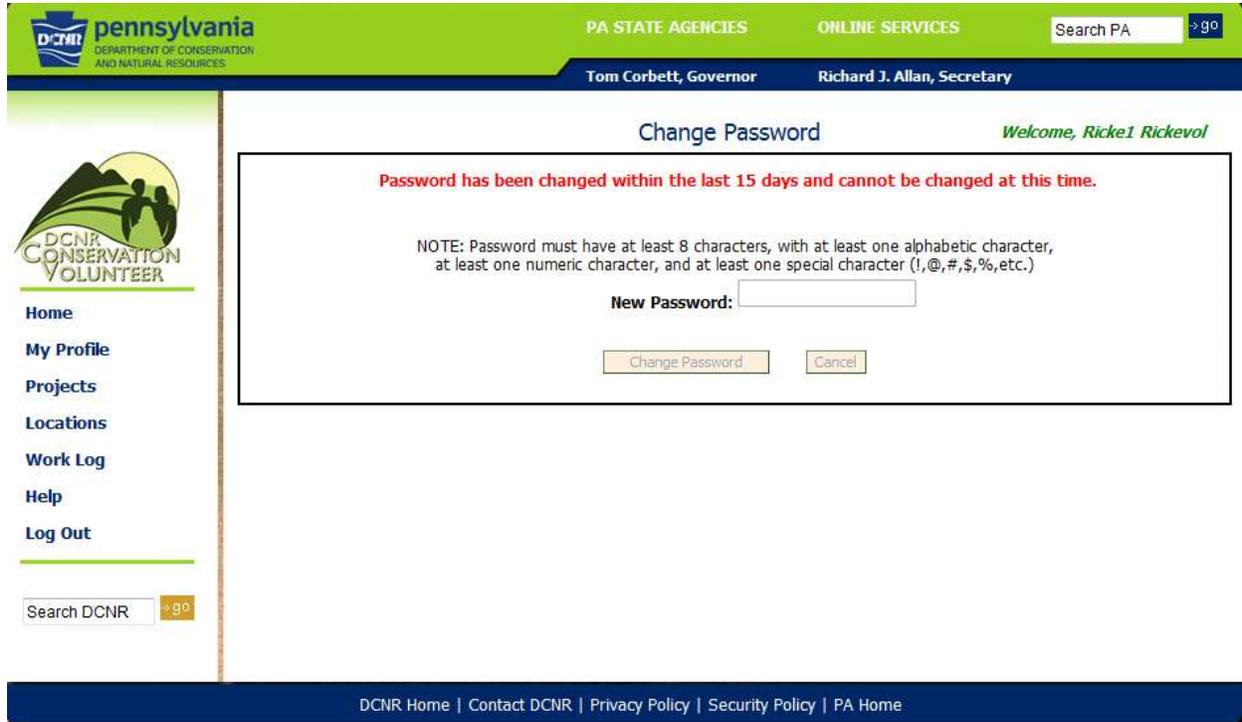
Change Password screen

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.
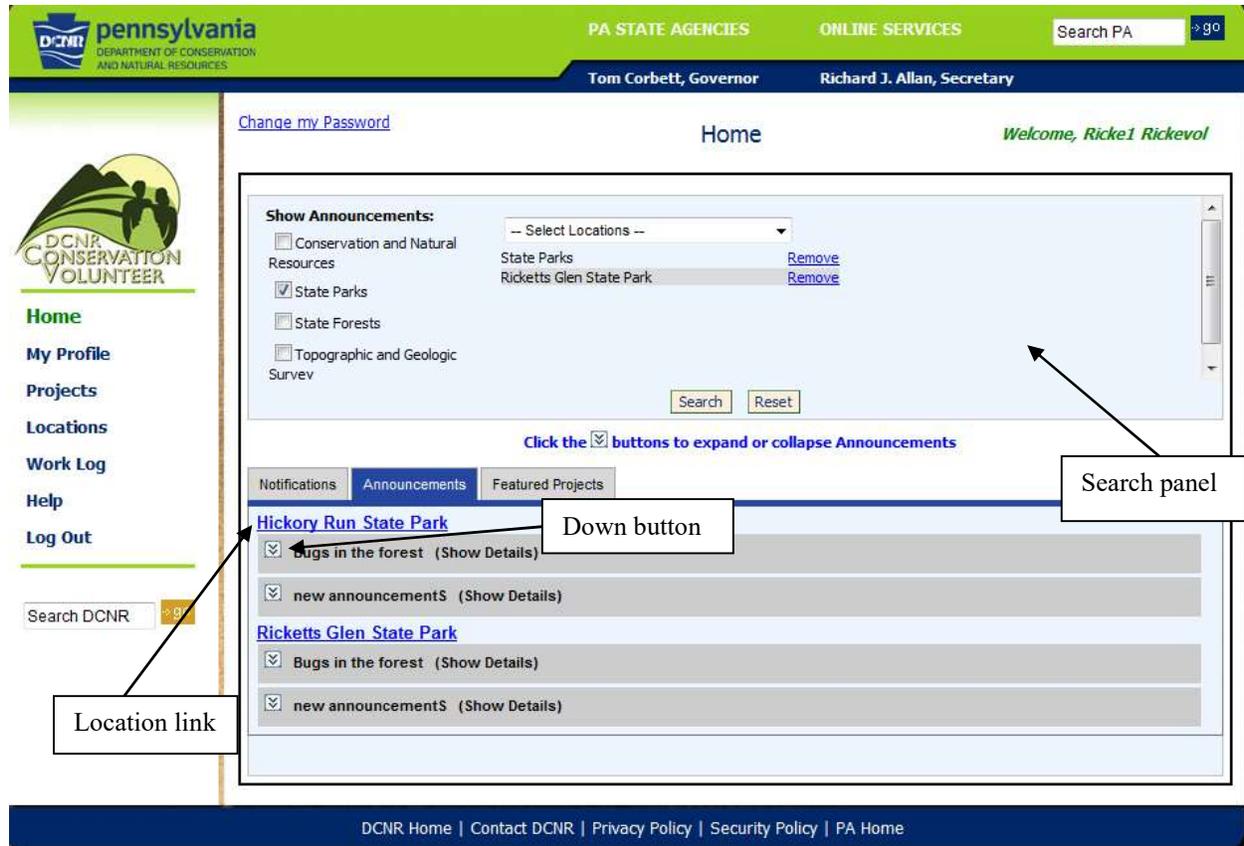
Announcements tabbed page

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

Clicking the "Location" link will display the location's DCNR's webpage in a new browser window.

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.

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).

My Profile screen

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.

Locations tabbed page

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.

Documents tabbed page

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.

Projects screen

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.

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.

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.

Searched or selected project displayed in Projects tabbed page

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.

Location screen

Clicking the "Location name" link will display the location's DCNR's webpage in a new browser window.

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.

Contact location email form
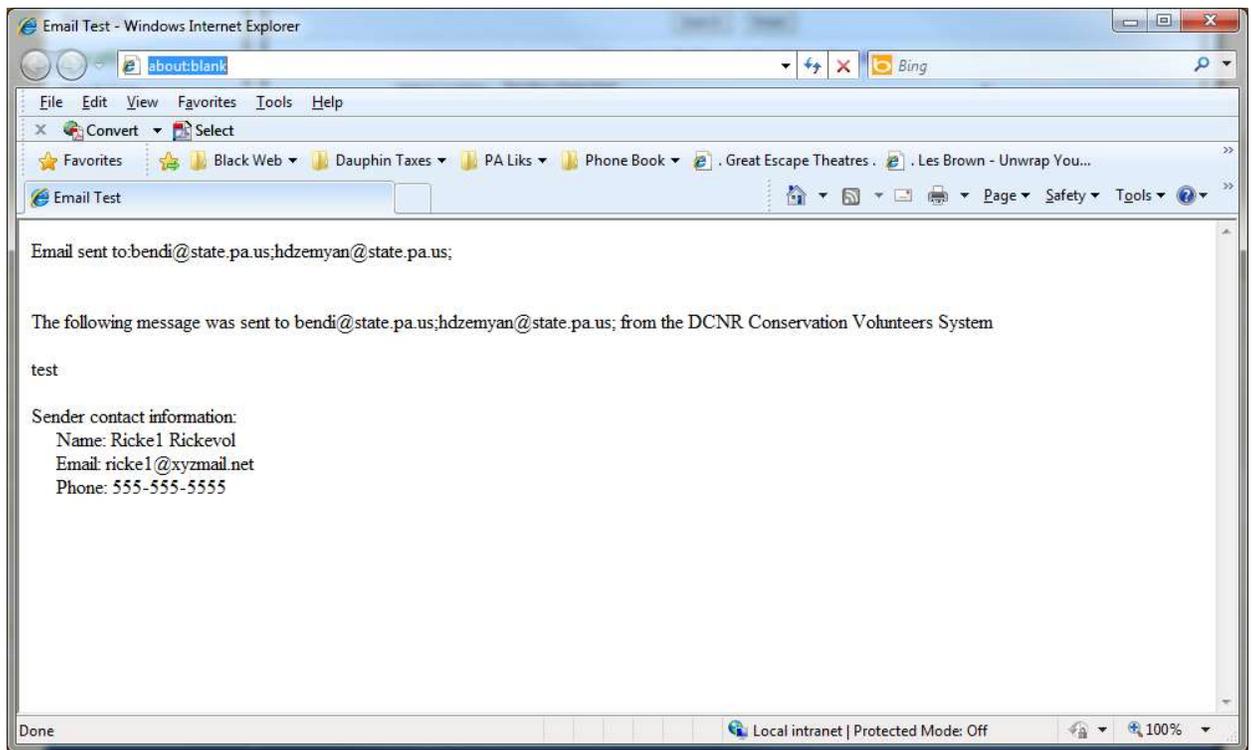
Contact Location confirmation screen
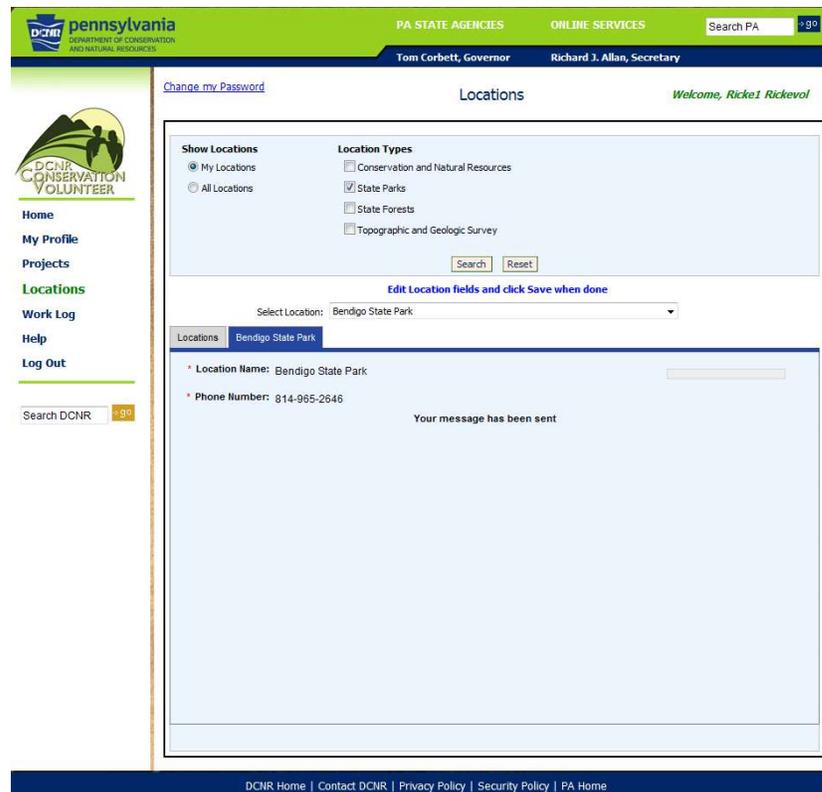
Location name tabbed page message sent confirmation

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.

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).

Work Log entry

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

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.

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.
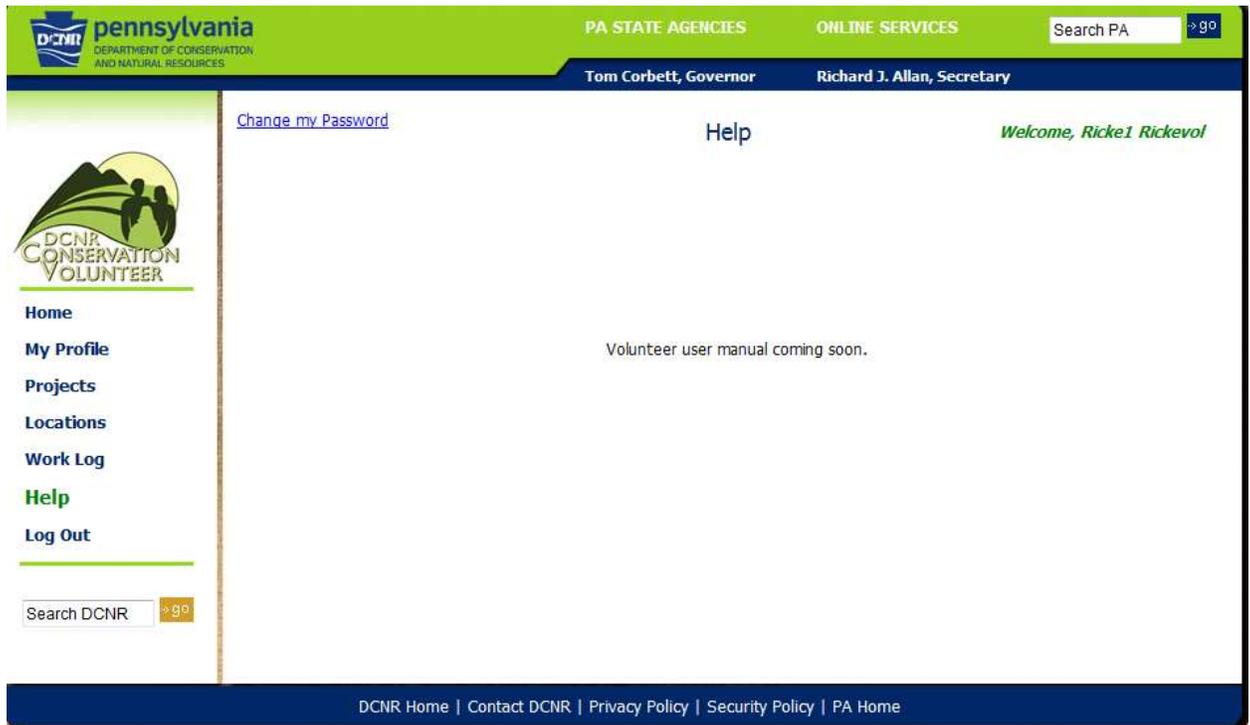
Help screen

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.