

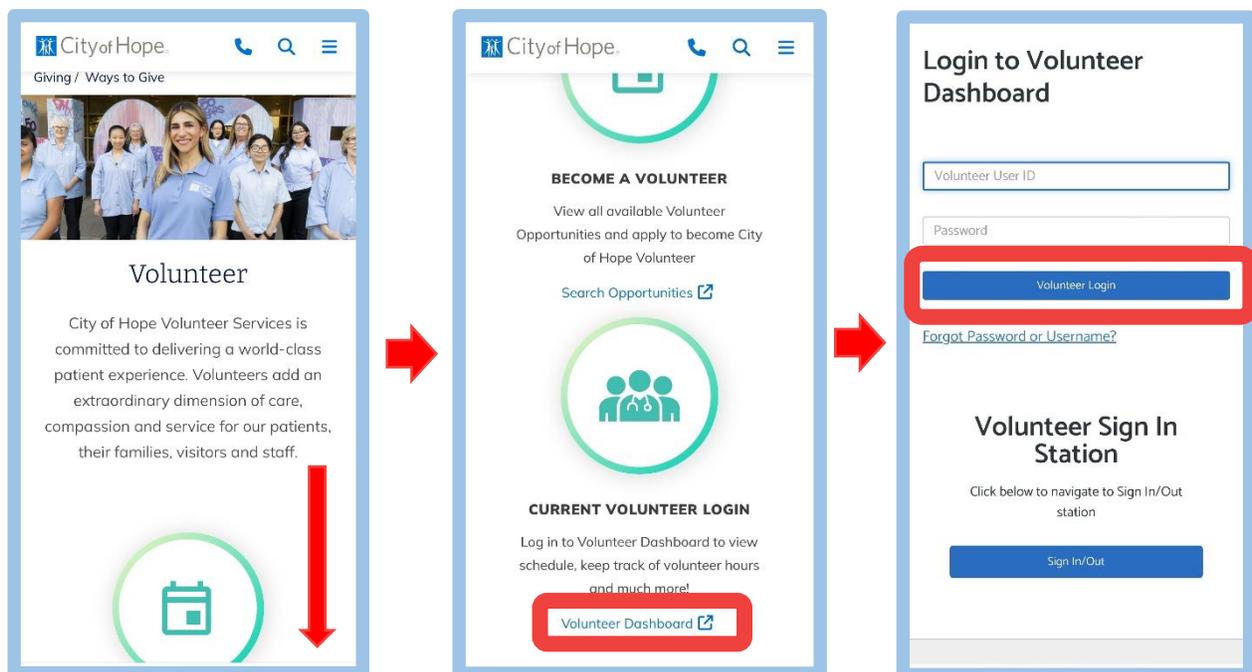
## About Volunteer Dashboard

The Volunteer Dashboard helps new volunteers through the onboarding process by allowing them to complete requirements, mandatory training, and health requirements online. It also assists active volunteers by providing easy access to view schedules, track service hours, submit upcoming annual compliance items, request Leave of Absence, and more.

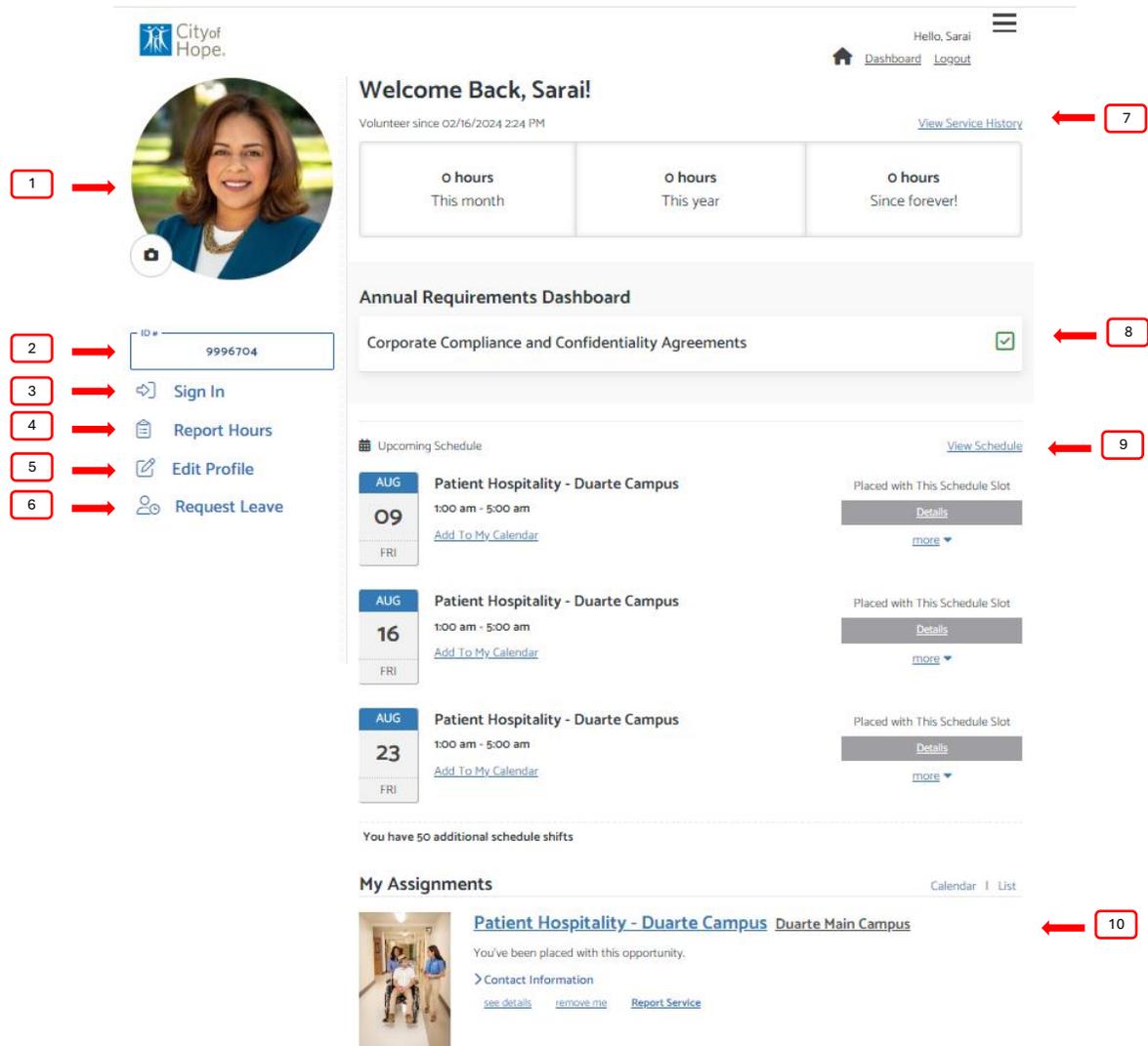
## Access Volunteer Website

[www.cityofhope.org/volunteer](http://www.cityofhope.org/volunteer)

We recommend you save the page in your favorites or your home screen on a mobile device for future use.



## General Overview of Volunteer Dashboard



The screenshot shows the volunteer dashboard for Sarai. It includes a profile section with a headshot (1), a sign-in field (2), and navigation links for Sign In (3), Report Hours (4), Edit Profile (5), and Request Leave (6). The dashboard displays a welcome message, service hours summary (0 hours for all categories), and an annual requirements dashboard (8) with a checked box for Corporate Compliance. The upcoming schedule (9) lists three Friday shifts for Patient Hospitality at Duarte Campus. A 'My Assignments' section (10) shows a placement for Patient Hospitality at Duarte Main Campus.

1. Upload a professional headshot.
2. Volunteer ID – This will be utilized to sign in and out.
3. Sign In – Access our online Sign In/Out Station
4. Report Hours – View and report service hours.
5. Edit Profile - Update password, email address, contact information, emergency contact information, and demographic information.



## Volunteer Dashboard Guides

6. Request Leave – Submit a leave of absence (More than 30 days but less than 90 days)
7. Service History – View your historical hours.
8. Annual Requirements Dashboard- All mandatory annual requirements will be posted in this section.
9. Upcoming Schedule - View scheduled shifts under Upcoming Schedule
10. My Assignments - View all assignments along with the department.