

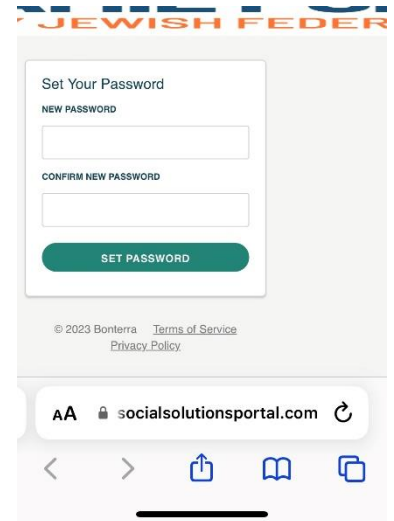
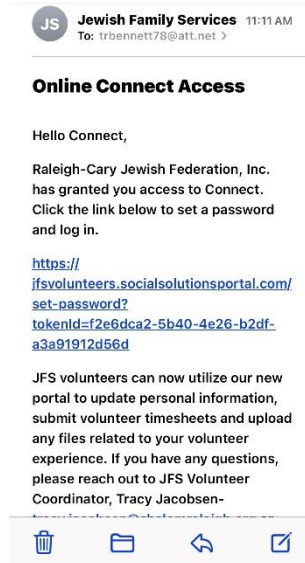
# Using the Connect Portal for Federation Volunteers

## Getting Started:

Once you have been formally enrolled as a Federation Volunteer, the Volunteer Engagement Manager (VEM) will send an email with a link enclosed for you to create a volunteer Connect profile. This email will come from [JFS@ShalomRaleigh.org](mailto:JFS@ShalomRaleigh.org). Please check your spam/junk email folder if you cannot locate this email.

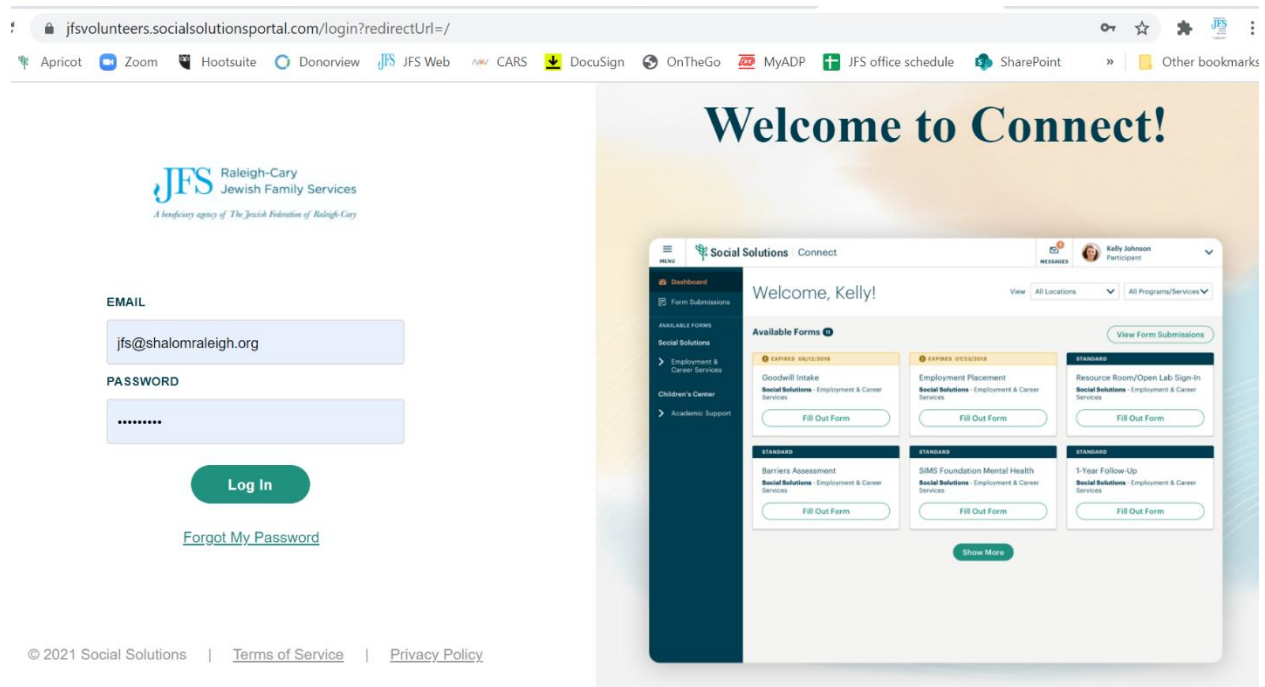
## ● Jewish Family S... 11:11 AM > Online Connect Access

You will then click on the link provided and be guided to a page (below) where you will enter the email and password you would like to have associated with your Connect Profile.



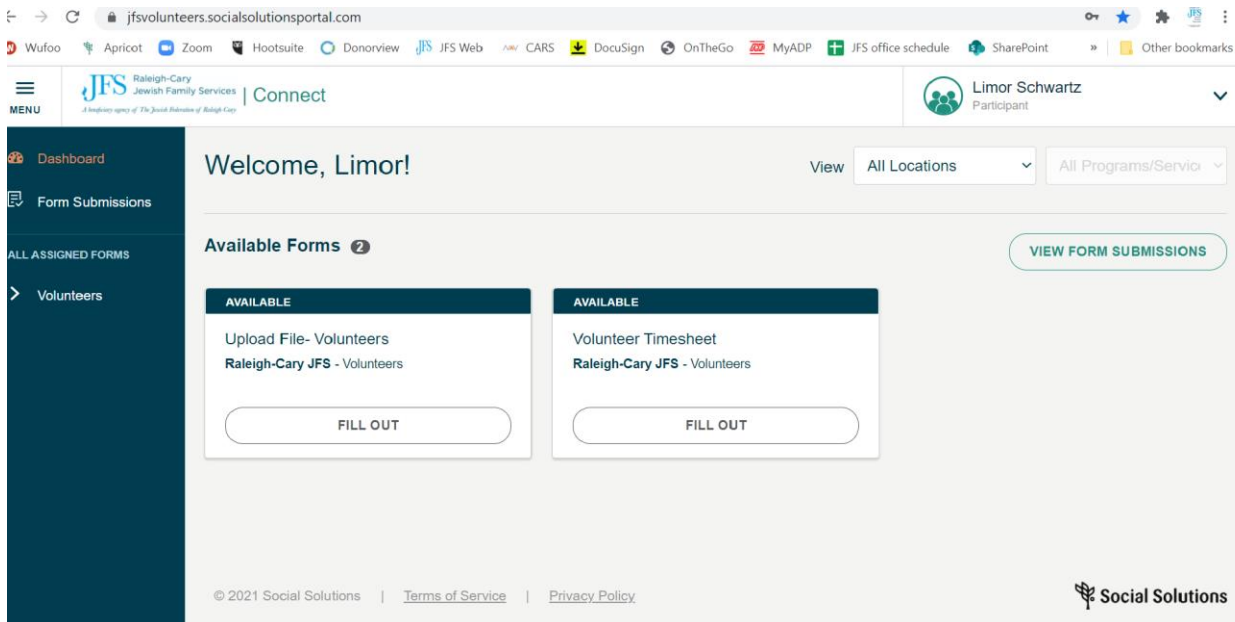
## Logging in to Connect

After creating a password to login, bookmark the login page on your browser or phone- <https://jfsvolunteers.socialsolutionsportal.com/>



## Using the Dashboard

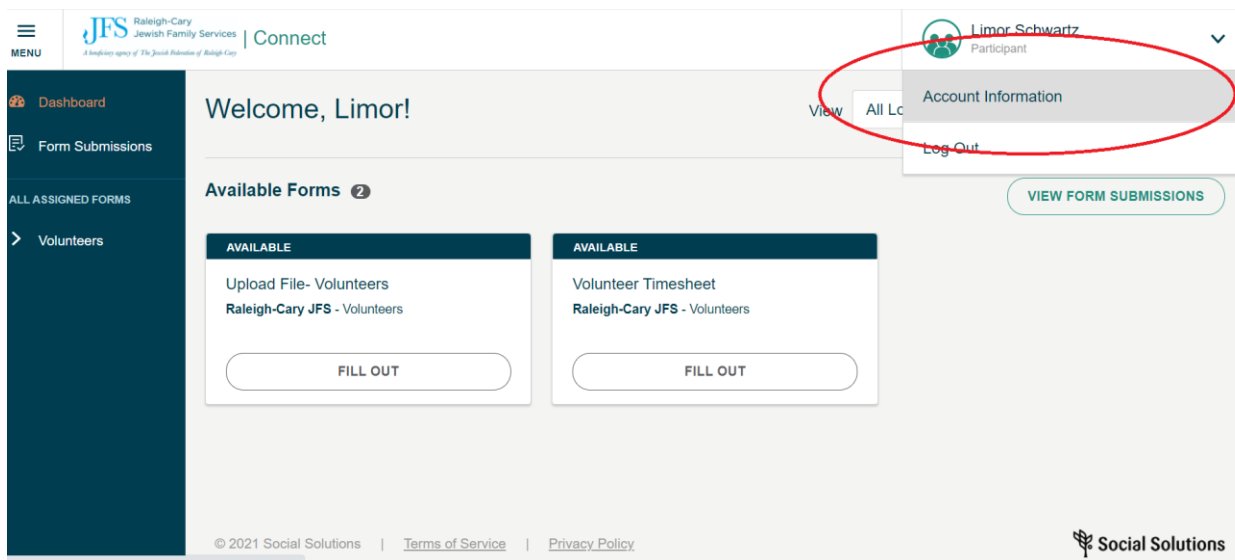
After logging in, you will get to your dashboard. From here you can submit a new volunteer timesheet, upload any files that are pertinent to your volunteer experience and update your personal information and availability.



The screenshot shows the JFS Connect dashboard for user Limor Schwartz. The page features a dark blue sidebar with navigation options: Dashboard, Form Submissions, and ALL ASSIGNED FORMS (with a sub-option for Volunteers). The main content area is titled "Welcome, Limor!" and includes a "View" dropdown menu set to "All Locations" and "All Programs/Service". Below this, there is a section for "Available Forms" with two cards: "Upload File- Volunteers" and "Volunteer Timesheet", both for "Raleigh-Cary JFS - Volunteers". Each card has a "FILL OUT" button. A "VIEW FORM SUBMISSIONS" button is located to the right of the forms section. The footer contains copyright information for Social Solutions and links to Terms of Service and Privacy Policy.

## Updating your Volunteer Information

In order to update your personal information, availability, interest, etc. you will need to get to your "Account Information" page.



This screenshot is identical to the one above, but with a red circle highlighting the "Account Information" menu item in the user profile dropdown menu. The dropdown menu also includes a "Log Out" option. The rest of the dashboard content remains the same.

Once at the Account Information page, scroll to the bottom and click on the "update" button to be able to edit the information. Once you are done editing, remember to click "save" (also at the bottom).

**Account Information**

EMAIL  
jfs@shalomraleigh.org

**Account Password**

PASSWORD  
.....

**Personal Information**

Main

Volunteer Name\*

FIRST\*  
Raleigh-Cary

MIDDLE  
TEST

LAST\*  
JFS

Date of birth\*  
01/01/1980

*Scroll to the bottom and click "update" in order to edit information on this page. Once done, click "save".*

## Submitting a Volunteer Timesheet

After each volunteer activity, we ask that you submit a short timesheet. This allows us to track the time our volunteers spend working for our organization. To submit a new timesheet, click on the dashboard and then on "fill out" in the "volunteer timesheet" box. Once done filling the timesheet, **make sure to click "save"**.

**Volunteer Timesheet** \*Required

Main

Date of activity\*  
mm/dd/yyyy

Below, please record how long you volunteered for. Please use separate fields to record a whole hour (1, 2, etc) and the 2nd field to record decimals (0.25 = 15 min, 0.5 = 30 min, 0.75 = 45 min).

For example, if you volunteered for an hour and a half, please record as:  
 "How long did you volunteer for?" field = 1  
 "Partial hours volunteered" field = 0.5

How long did you volunteer for? (whole hours here)

Partial Hours volunteered? Please round up (0.25 = 15 min, 0.5 = 30 min, 0.75 = 45 min)

If a client was involved, how was this client served?  
 -- Select --

Volunteer Activity\*  
 -- Select --

Notes, Comments, Concerns

## How to enter your volunteer time:

After clicking on the date, you will be asked to enter the amount of time you volunteered. In order to do this correctly, please enter your time using the key below *rounding up* to the next quarter hour:

First Section- enter **whole** hours here (e.g., 1)

Second Section- enter **partial** hours here (if applicable. 0.25 = 15 min, 0.5 = 30 min, 0.75 = 45 min).

For example, if you volunteered for an hour and a half, please record as:

"How long did you volunteer for?" field = 1

"Partial hours volunteered" field = 0.5

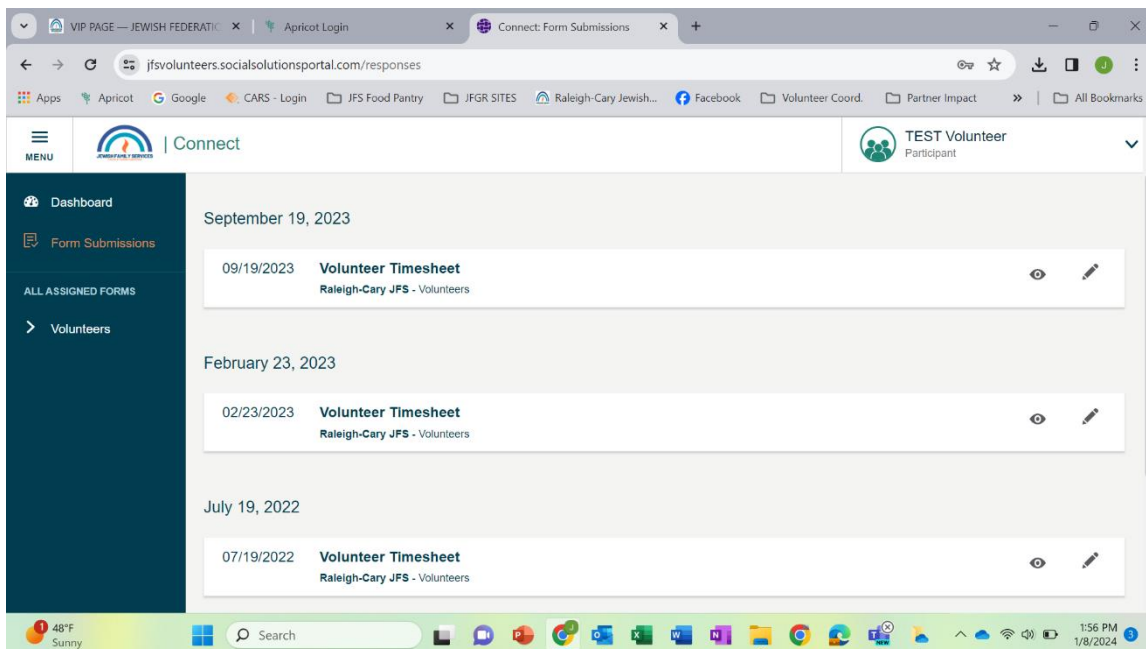
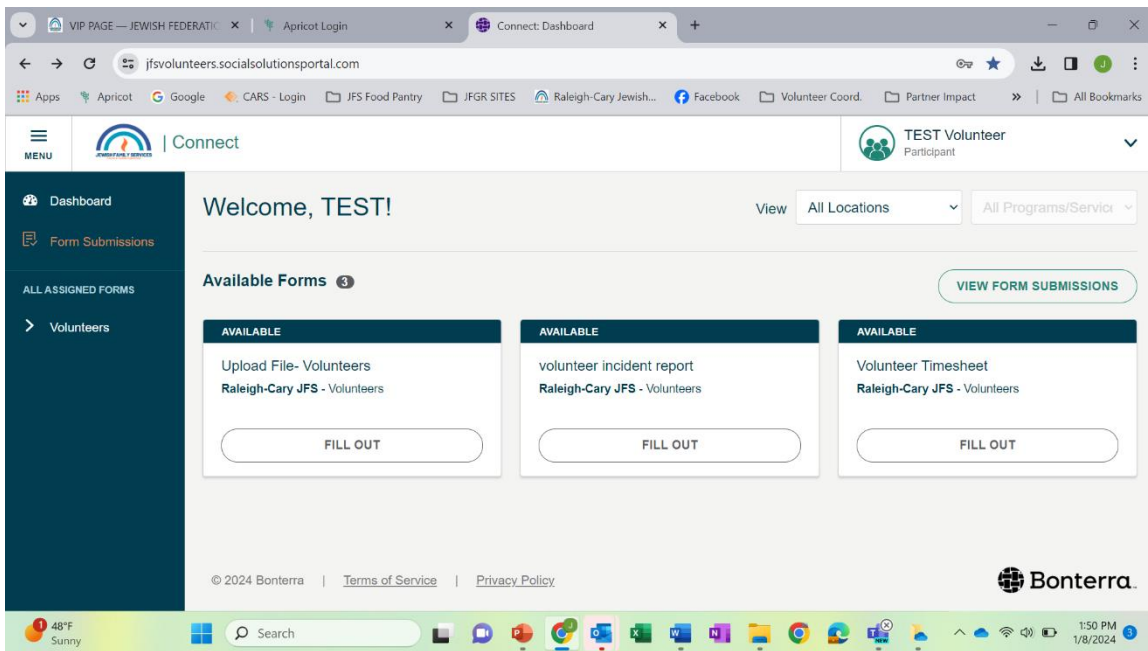
## Why should you submit your volunteer hours?

Recording and submitting volunteer hours allows our organization to quantify the time and effort volunteers contribute. This data helps demonstrate the tangible impact of our organization's work within the community.

The Volunteer Connect Portal is also an easy way to enter any notes that require further contact from a Federation professional.

## Unsure if you've already submitted a timesheet?

Click on the "View Form Submission" button. You will then see and have access to edit all entered timesheets.



**To View:** Click on the eye icon to the right of each entry.

**To Edit:** Click on the Pencil Icon to the right of each entry. Remember to click 'save' after you have made any updates.

## Uploading a File

If there are any documents, related to your volunteer experience, that you need to share with us, please upload them directly. Examples can include a background check, letter of recommendation, vaccination card, etc. From the dashboard, click on "fill out" in the "upload file" box. Once done, click "save".

The screenshot shows a web interface for uploading files. At the top left is the JFS logo (Raleigh-Cary Jewish Family Services) and the text 'Connect'. At the top right, the user's name 'Limor Schwartz' and role 'Participant' are displayed. A dark blue sidebar on the left contains navigation options: 'Dashboard', 'Form Submissions', 'ALL ASSIGNED FORMS', and 'Volunteers' (which is selected). The main content area is titled 'Upload File- Volunteers' with a '\*Required' label. The form includes the following fields: 'Main' section, 'Type/Name of uploaded file\*' (text input), 'Date of upload\*' (calendar input with 'mm/dd/yyyy' placeholder), 'Attach Doc\*' (with a 'SELECT FILE' button), 'Is this a COVID19 vaccination card?' (checkbox with 'Yes' label), and 'Notes' (text area).