



## Existing Volunteers - How to Update, Add & Remove Schools

If you are a volunteer with an existing on-line volunteer profile, please update your profile or move or add your volunteer profile to a new school.

**Updating the information in your profile?** Examples: interests, address, email or phone number changes, name changes, etc.

1. Click on the Community tab on the HSSD main web page. Under Volunteer Program, click on **“Registered Volunteer Log In”** (If you’ve forgotten your login information, directions for retrieving your username and password are on the first screen)
2. Click on the appropriate tab along the top of the page for any changes:
  - Click on **“My Profile”** to make changes in your contact information or to check your volunteer qualification level.
  - Click on **“Opportunities”** to make changes to the specific volunteer activities you are interested in helping with, like fundraisers, tutoring, mentoring, etc.

**Please note – you will be contacted for assistance by what you sign up for or express interest in.**

## **Making changes to the school(s) where you volunteer?**

(Please Note – DO NOT remove yourself until you have added your profile to the new school you are interested in AND make sure if you have students in multiple schools, you have your profile connected with each school.)

### • **Do you want to ADD another school to your existing profile?**

1. Go to the HSSD website -- [www.hssd.k12.wi.us](http://www.hssd.k12.wi.us)
  - Click on the Community tab
  - Click on “Volunteer Program”
  - Click on Forms
  - Click on “Volunteer Log in”
  - Enter “Howard” under “Search” “Keyword”
2. Click on the School name you would like to add
3. In the upper right-hand corner click on “fill in an application”
4. On the right-hand side under “I already have a username”, enter your username and password
5. Read the organization’s policies; check “I agree” and click Log In and Continue.
6. Review your basic information and click “Save and Continue”
7. Click “Go to the Opportunities Page”
8. All of the “Sign Up” options for the schools you have selected will appear as you scroll through the page. You can also “filter” to have only one school appear.
9. Sign up for volunteer activities

- **Do you want to REMOVE a school from your profile?** (for example if your student will be moving from Lineville to Bay View next fall, or graduating from Bay Port, etc.)
  1. Click on the Community tab on the HSSD main web page. Under Volunteer Program, click on “**Registered Volunteer Log In**” (If you’ve forgotten your login information, directions for retrieving your username and password are on the first screen)
  2. Log in with your existing username and password
  3. Click on the “My Profile” tab on the top of the screen
  4. Select “Organizations”
  5. Scroll down to the school you want to remove and click “RESIGN FROM”
  6. Select the reason
  7. Resign