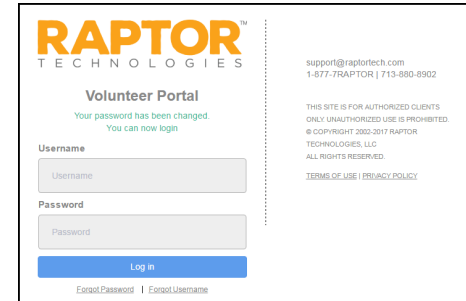# Using Raptor Volunteer Portal

The Volunteer Portal allows volunteers to easily manage their volunteer activities—sign up for events, track hours, view and update their profile, change their password, and communicate with other volunteers. Upon approval as a volunteer, you will be sent an email providing instructions to access the portal.

⬤ Access Volunteer Portal

- ➤ Locate your volunteer approval email and click the link to access the Volunteer Portal.
- ➤ Create a new password and then log in with your email address and new password.
- ➤ Bookmark the Raptor Volunteer Portal website for future access.

⬤ View your volunteer hours

- ➤ Click the **Hours** tab and view a history of the hours you've volunteered.
- ➤ Click **Details** to view specific information about the logged hours.
- ➤ Click **Add Hours** to report the hours you worked and optionally associate them to an event.

⬤ Email other volunteers

- ➤ Click the **Community** tab and select the volunteers you want to send an email.
- ➤ Create the email and click **Send**.

⬤ Allow other volunteers to contact you

- ➤ Click the **Preferences** tab to specify how other volunteers can contact you.

⬤ Change your password

- ➤ Click **Profile** and select **Change Password**, as needed.