

To Register (one time):

1. Click "[Become a Volunteer](#)"
2. Enter **Contact Information**:
 - a. **First name**
 - b. **Last name**
 - c. Address
 - d. Phone number(s)
 - e. **e-mail address**
3. Enter **Job Interests**
 - a. (**optional**) click job title for details – click **Back** button, NOT Home
 - b. Click check-box(es) for job interest(s)
 - c. Click OK

If you have problems registering, click the homeschool link on the HSA page to report problems when registering.

Once your application has been approved (can take a day or more) you can log on using:
username: your **FirstnameLastname** (with no blanks)
password: **rams**

The first time you log in, you will be asked to change your password. **Your username and password are NOT secure.** If you forget your username or password, click the homeschool link on the HSA page and I will e-mail the information to you.

To Volunteer:

1. Click "[Volunteer Opportunities](#)"
2. Log in using your username and password
3. (**optional**) click job title for details – click **Back** button, NOT Home
4. Click check-box(es) for job interest(s)
5. Click OK

You must be assigned to the jobs that you've volunteered for. This can take a day or more. If you immediately click "[Submit Hours](#)", you will not see the jobs you've just selected.

To Submit Hours:

1. Click "[Submit Hours](#)"
2. Log in using your username and password
3. Click on the job you are entering hours for
4. Click OK
5. Enter the date and time
6. Click OK