Volunteer.uc.edu Student Instructions

1. TO GET STARTED:
   a. Click on the “Medical Student Volunteers” link:
      i. Medical Student Volunteers:
         https://volunteer.uc.edu/user/groups/?group=%2BVnhovMhVZNW8JxJ4a
         hf2%2BT2Bu%2BHZTO8BWBmgdpaTpWSDHs8ipUhwEYvlyLhIguoA
         aX2ThF2ThGWCykauL1BjA%3D%3D
   b. Log in with your UC 6+2

2. Now you are in the “medical student volunteers user group”. This will allow you access into all of the opportunities open to UC medical students.

3. Click “VIEW NEEDS” to see all of the volunteer opportunities available to medical students
II. TO SIGN UP: Click “VIEW DETAILS”

4. Next, click “RESPOND INDIVIDUALLY”
5. Finally, click “SUBMIT NEED RESPONSE”

6. You are now signed up for the event
7. You will receive an email confirmation with an invitation to make a Google Calendar event. You will also receive a reminder when your events gets near.
III. TO CANCEL:
   a. Click “NEED RESPONSES”

8. Next, click “Unregister” in the drop-down menu for the event you want to cancel

9. Alternatively, look back at your confirmation email, and click “Unregister from the need” at the bottom.
10. You will receive an email confirmation of your cancellation

IV. TO LOG VOLUNTEER HOURS: Select “Add Hours” in this same drop down menu

11. Logging hours is YOUR responsibility
b. The organization that you volunteer with will approve/deny your hours

V. TO VIEW YOUR SCHEDULE: Select “Volunteer Schedule”

12. Needs that you are signed up for will appear here (I am not signed up for anything in August)