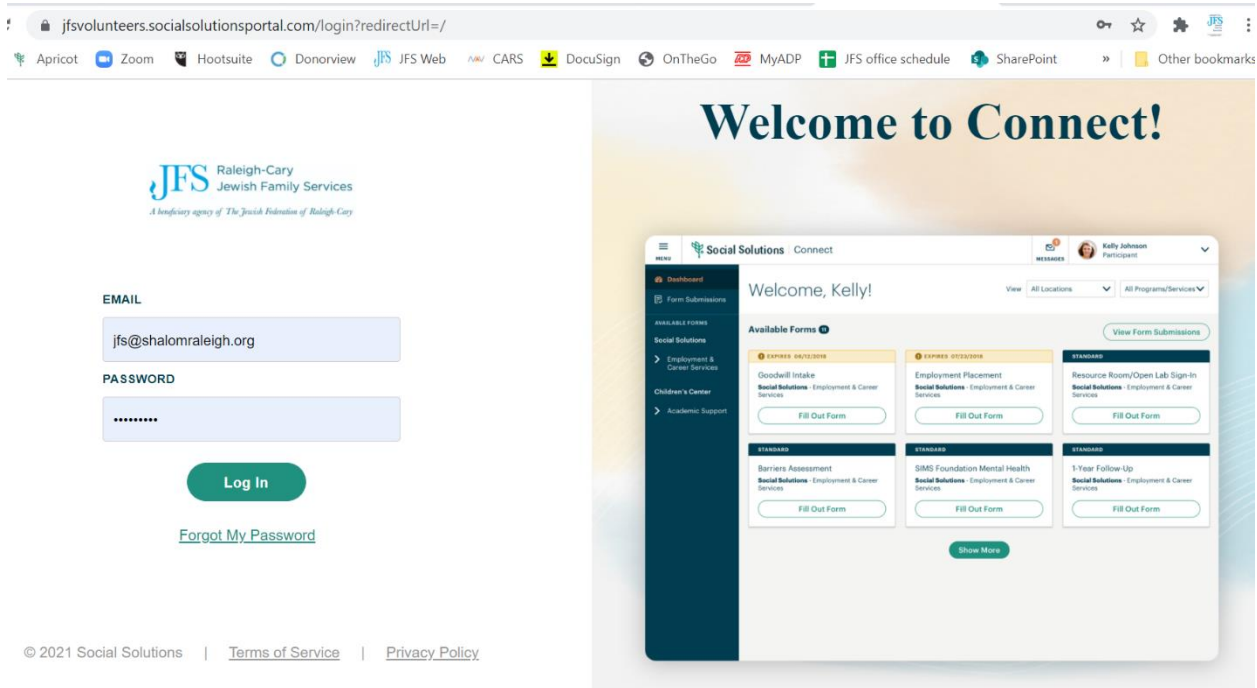


Using the Connect Portal for JFS Volunteers

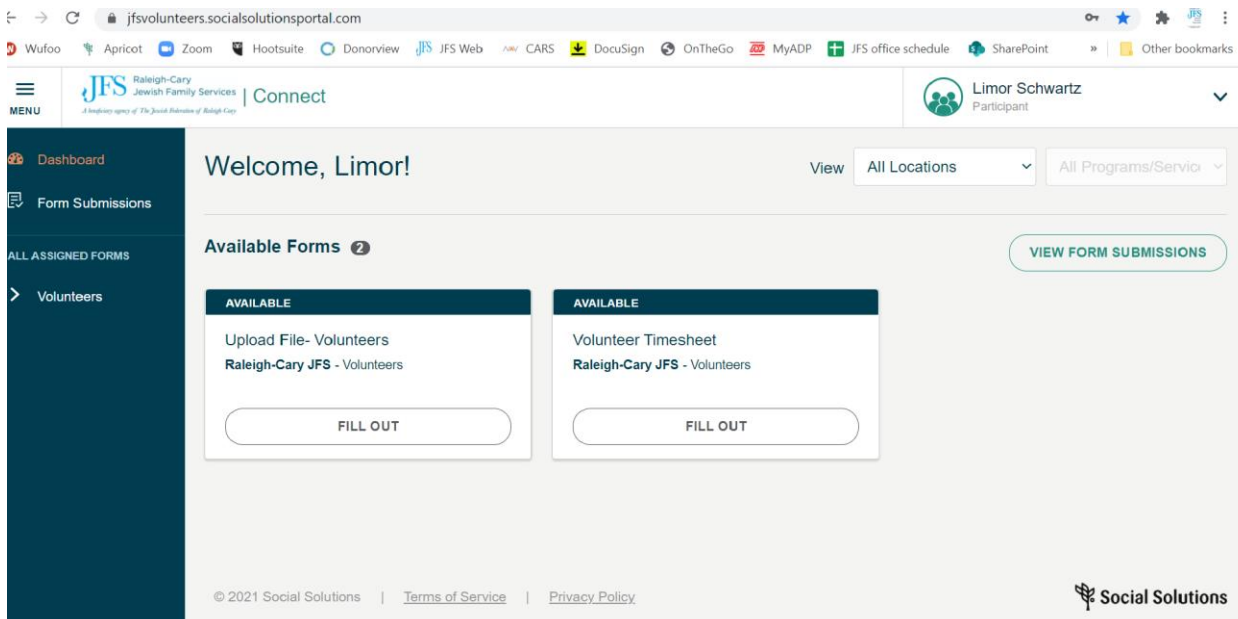
Logging in to Connect

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



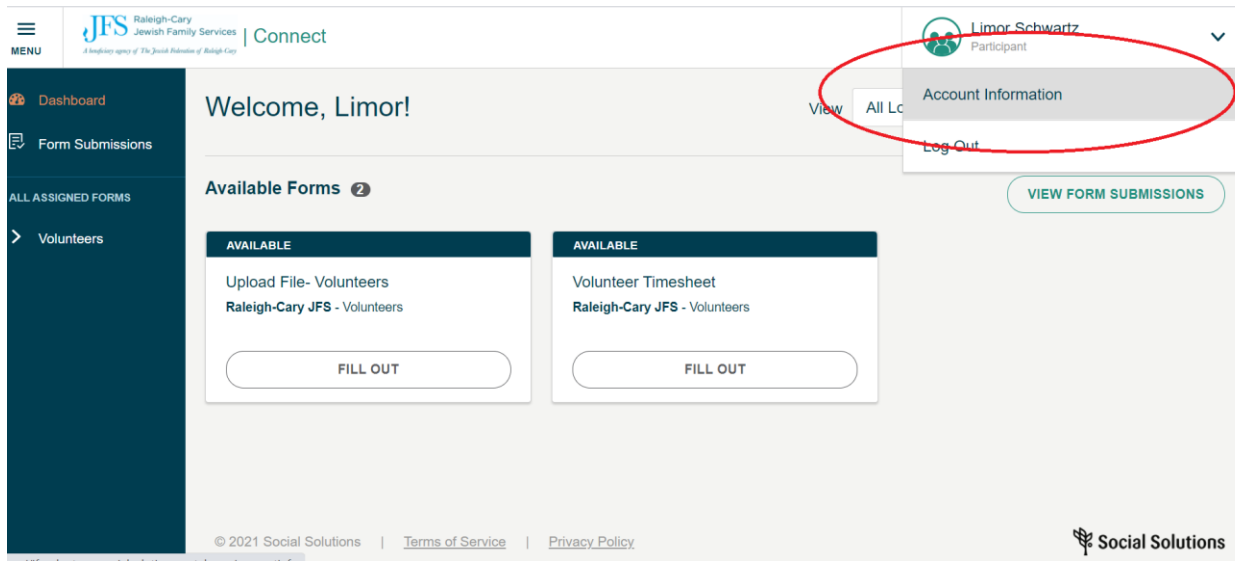
Using the Dashboard

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.



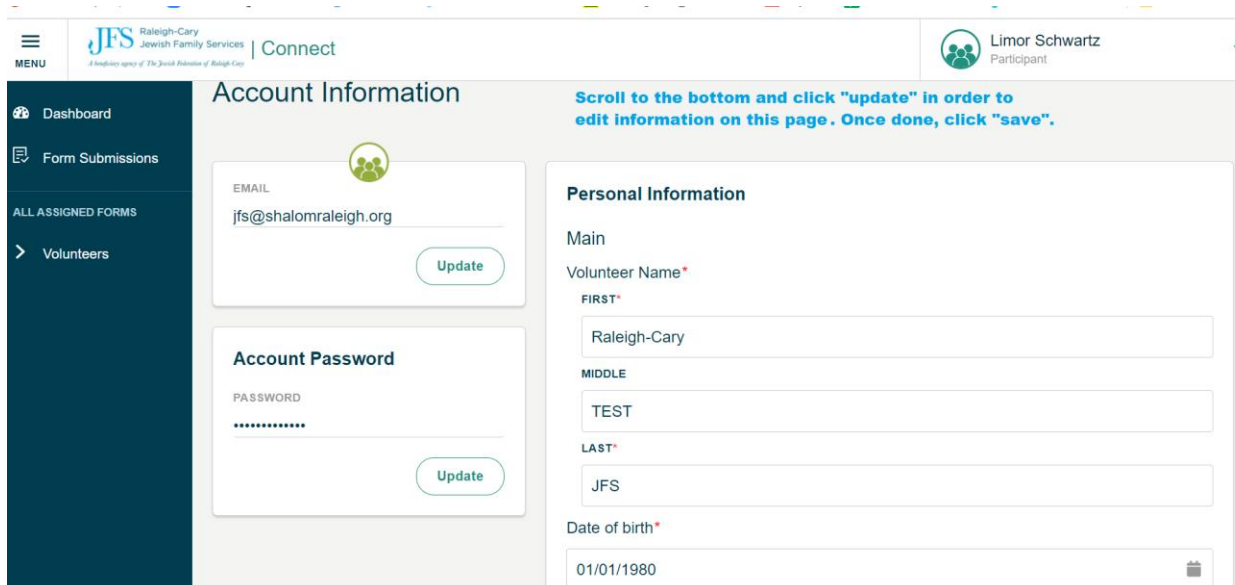
Updating your Volunteer Information

In order to update your personal information, availability, interest, etc. you will need to get to your “account information page”.



The screenshot shows the JFS Connect dashboard for user Limor Schwartz. The user's name and role (Participant) are in the top right corner. A dropdown menu is open, with 'Account Information' highlighted in grey. Other options in the menu include 'View', 'All L...', and 'Log Out'. The main content area shows a 'Welcome, Limor!' message and a section for 'Available Forms' with two cards: 'Upload File- Volunteers' and 'Volunteer Timesheet', each with a 'FILL OUT' button. A 'VIEW FORM SUBMISSIONS' button is also visible. The footer includes copyright information for Social Solutions and links to Terms of Service and Privacy Policy.

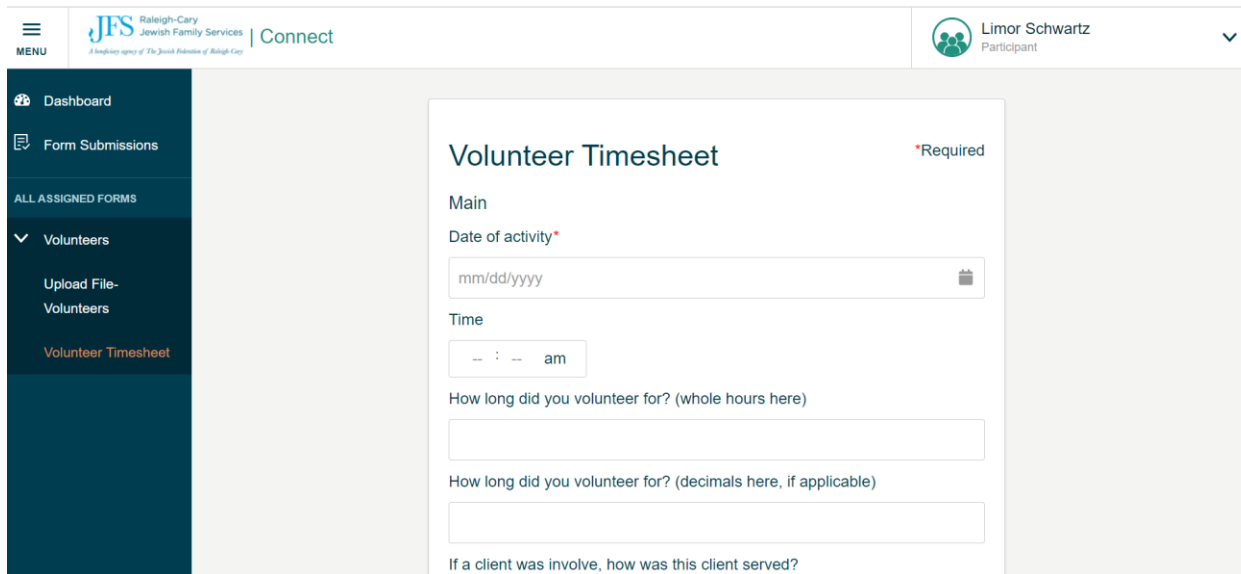
Once at the account information page, scroll to the bottom and click on the “update” button to be able to edit the information. Once you are done editing, remember to click “save” (also at the bottom).



The screenshot shows the 'Account Information' page. At the top, there is a blue instruction: 'Scroll to the bottom and click "update" in order to edit information on this page. Once done, click "save".' The page is divided into two main sections. The left section contains 'EMAIL' (jfs@shalomraleigh.org) and 'Account Password' (masked with dots), each with an 'Update' button. The right section is titled 'Personal Information' and includes a 'Main' section with 'Volunteer Name*' fields for 'FIRST*' (Raleigh-Cary), 'MIDDLE' (TEST), and 'LAST*' (JFS). Below this is a 'Date of birth*' field with the value 01/01/1980 and a calendar icon.

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”.



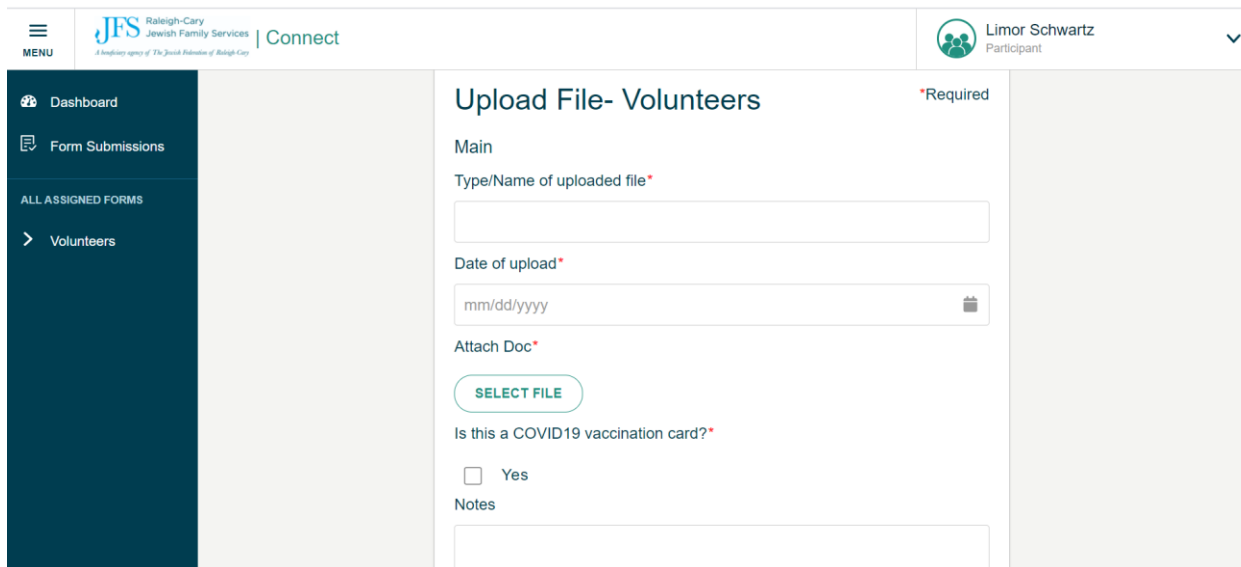
The screenshot shows the 'Volunteer Timesheet' form in the JFS Connect system. The form is titled 'Volunteer Timesheet' and is marked as '*Required'. It is part of the 'Main' section. The form includes the following fields:

- Date of activity***: A date picker field with the placeholder 'mm/dd/yyyy' and a calendar icon.
- Time**: A time picker field with the placeholder '-- : -- am'.
- How long did you volunteer for? (whole hours here)**: A text input field.
- How long did you volunteer for? (decimals here, if applicable)**: A text input field.
- If a client was involve, how was this client served?**: A text input field.

The left sidebar shows the navigation menu with options: Dashboard, Form Submissions, ALL ASSIGNED FORMS, and Volunteers. Under Volunteers, there are links for Upload File-Volunteers and Volunteer Timesheet (highlighted in orange).

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 the 'Upload File- Volunteers' form in the JFS Connect system. The form is titled 'Upload File- Volunteers' and is marked as '*Required'. It is part of the 'Main' section. The form includes the following fields:

- Type/Name of uploaded file***: A text input field.
- Date of upload***: A date picker field with the placeholder 'mm/dd/yyyy' and a calendar icon.
- Attach Doc***: A button labeled 'SELECT FILE'.
- Is this a COVID19 vaccination card?***: A checkbox with the label 'Yes'.
- Notes**: A text input field.

The left sidebar shows the navigation menu with options: Dashboard, Form Submissions, ALL ASSIGNED FORMS, and Volunteers.