



# VicNet Volunteer Portal



## **Option #1: Mobile device (phone/tablet/laptop):**

The VicNet app is available on iOS and Android devices and can be downloaded from the **Apple App Store** or on **Google Play**.

- Install the VicNet app and open it
- Select “Password Reset” and enter your email address and select “Send Reset Link”
- Check your email and follow instructions to create your password\*
- Login to the VicNet app using your email and password
- *You’re ready to post your time! See “POSTING YOUR VOLUNTEER TIME” instructions below.*

## **Option #2: Desktop computer:**

The Covenant Woods VicNet webpage is online at **bit.ly/vicnet**

- Open the link online
- Select “Password Reset” and enter your email address and select “Send Reset Link”
- Check your email and follow instructions to create a password\*
- Login to the VicNet app using your email and password
- *You’re ready to post your time! See “POSTING YOUR VOLUNTEER TIME” instructions below.*

## **POSTING YOUR VOLUNTEER TIME:**

- Login to VicNet and select “Service”
- Enter the date (Click calendar icon to change the date)
- Enter the hours and minutes of your volunteer time
- Select your volunteer “Assignment”
- Select “Post”
- Select “Yes”
- DONE! :)

*\* If you do not receive an email to reset your password, you may not have completed the required volunteer online application. Our online application can be found online at [www.covenantwoods.com/volunteer/](http://www.covenantwoods.com/volunteer/). Once completed and received by staff, you will be able to continue the VicNet process.*

**Questions? Contact Dianne Melia at [dianne.melia@covenantwoods.com](mailto:dianne.melia@covenantwoods.com)**