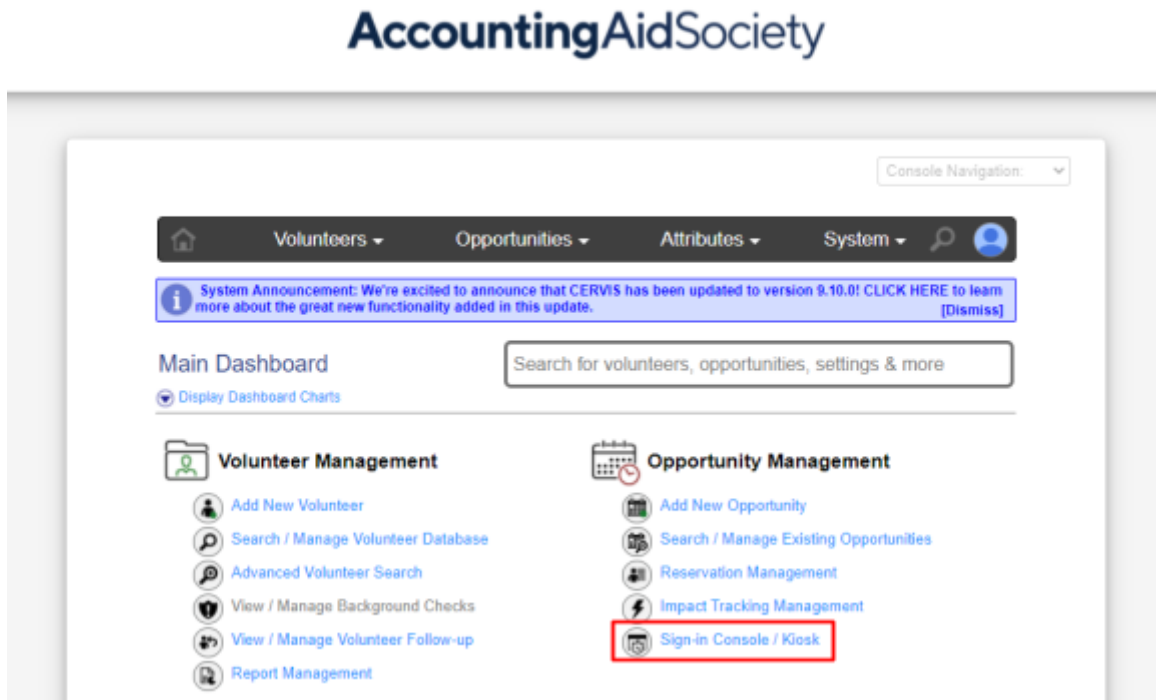


Process for Signing In and Out Volunteers in CERVIS

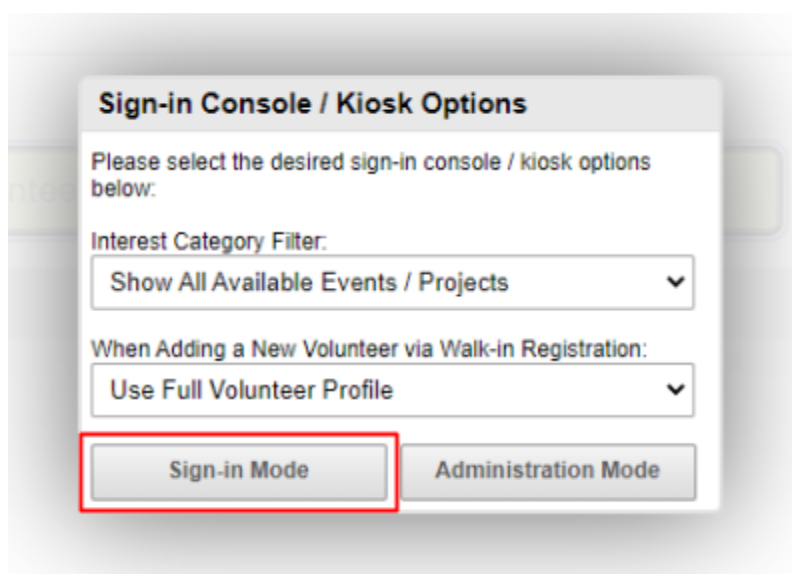
To sign a volunteer in, follow the following steps:

Step 1: Log into your [CERVIS](#) account.

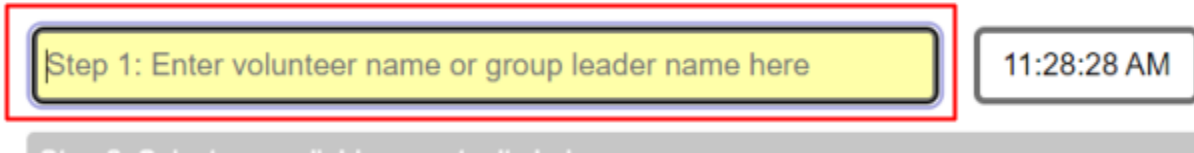
Step 2: Under “Opportunity Management” on the home page, select “Sign-In Console / Kiosk”



Step 3: Select “Sign-In Mode”

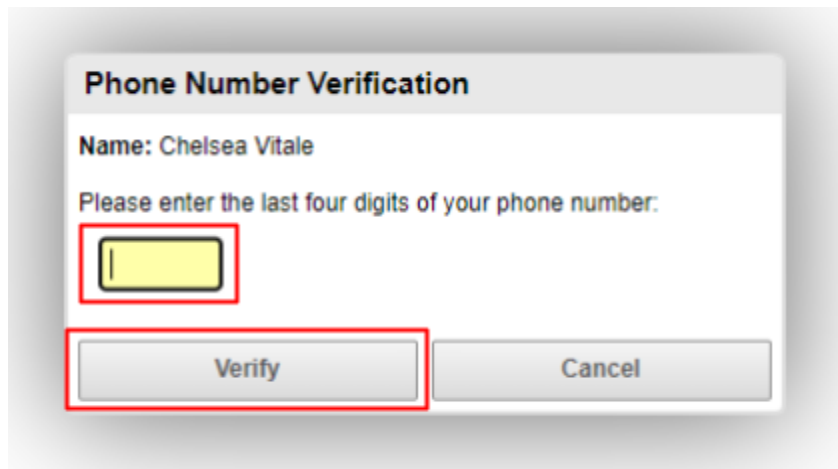


Step 4: Enter the volunteer’s first or last name and select them when they pop up.



A search bar with a yellow background and a red border. The text inside reads "Step 1: Enter volunteer name or group leader name here". To the right of the search bar is a timestamp "11:28:28 AM".

Step 5: Enter the volunteers last four digits of their phone number that is associated with their CERVIS account and click “Verify”.



A dialog box titled "Phone Number Verification". It displays "Name: Chelsea Vitale" and asks the user to "Please enter the last four digits of your phone number:". There is a text input field with a yellow background and a red border. Below the input field are two buttons: "Verify" and "Cancel". The "Verify" button is highlighted with a red border.

Step 6: Find the correct location and time slot you want to sign the volunteer in for and click “Sign In”.



A table titled "Step 2: Select an available opportunity below (Chelsea Vitale)". The table has four columns: "Date & Time", "Opportunity", "Sign In Time", and "Action". The "Action" column contains "Sign In" buttons for each row. The "Sign In" button for the "Northwest FH Tax Preparer- 2022" opportunity is highlighted with a red border.

Date & Time	Opportunity	Sign In Time	Action
Jan 25, 2022 11:30 AM	Detroit Main Library Tax Preparer- 2022		Sign In
Jan 25, 2022 3:30 PM	Detroit Main Library Tax Preparer- 2022		Sign In
Jan 25, 2022 8:30 AM	Fisher Magnet Upper Academy (FREC 2) Tax Preparer- 2022		Sign In
Jan 25, 2022 12:30 PM	Fisher Magnet Upper Academy (FREC 2) Tax Preparer- 2022		Sign In
Jan 25, 2022 11:30 AM	Northwest FH Tax Preparer- 2022		Sign In
Jan 25, 2022 3:30 PM	Northwest FH Tax Preparer- 2022		Sign In
Jan 25, 2022 11:30 AM	Oakland NTC Tax Preparer- 2022		Sign In
Jan 25, 2022 3:30 PM	Oakland NTC Tax Preparer- 2022		Sign In
Jan 25, 2022 8:30 AM	Southwest NTC Tax Preparer- 2022		Sign In
Jan 25, 2022 12:30 PM	Southwest NTC Tax Preparer- 2022		Sign In

- ❖ Once you have selected “Sign In”, CERVIS should give you the following notification verifying that the volunteer was signed in.


Step 1: Enter volunteer name or group leader name here 11:31:24 AM


✓ Chelsea Vitale has been successfully signed in to Northwest FH Tax Preparer- 2022.

To sign a volunteer out, follow the following steps:

Step 1: Do steps 1 through 5 from above.

Step 2: Find the time slot the volunteer is signed in for and select “Sign Out”.

Step 2: Select an available opportunity below (Chelsea Vitale) 

Date & Time	Opportunity	Sign In Time	Action
Jan 25, 2022 11:30 AM	Northwest FH Tax Preparer- 2022	Jan 25, 2022 11:31 AM	Sign Out 
Today	Walk-in Registration Opportunities		View

- ❖ Once you have selected “Sign Out”, CERVIS should give you the following notification verifying that the volunteer was signed out.

Step 1: Enter volunteer name or group leader name here 11:32:45 AM

✓ Chelsea Vitale has been successfully signed out of Northwest FH Tax Preparer- 2022 with 0.02 service hours.