VicTouch Instructions for Volunteers

Sign In: Individual Volunteer
Step 1: Enter your PIN using the blue key pad. Your PIN number is your birth date (YYYYMMDD – example June 21, 1990 = 19900621). Touch Continue.

Step 2: Confirm your identity by touching Yes.

Step 3: Touch Sign-in.
Step 4: **Touch your volunteer assignment for the day.**

![Assignment Selection](image)

Step 5: Confirm your information by **touching Yes**. If the information is incorrect, touch **No** to start over.

![Confirmation](image)

**Sign Out: All Volunteers**

Step 1: **Enter your PIN** using the blue key pad. **Touch Continue.**

![PIN Entry](image)
Step 2: On the new screen, **touch Sign-out.**

**Change Assignments: All Volunteers**

Step 1: **Enter your PIN** using the blue key pad. **Touch Continue.**

Step 2: **Touch Switch assignments.**
Step 3: **Touch your next volunteer assignment for the day.**

![Assignment Selection]

Step 4: Confirm your information by **touching Yes.** If the information is incorrect, touch No to start over.

![Information Confirmation]
Sign In: Volunteer Groups
Step 1: Enter your PIN using the blue key pad. Your PIN number is the address number of your organization. (Example: The Downtown Library is located at 450 5th Avenue SE; our PIN would be 450.) Touch Continue.

Step 2: Confirm your group’s identity by touching Yes.

Step 3: Enter the number of volunteers in your group today. Be sure to include any staff supervisors. (Touch inside of the box next to the “How many volunteers?” text. Once the cursor appears, the blue key pad will appear so you can type in the number of volunteers.) Then touch Sign-in.
Step 4: **Touch your volunteer assignment for the day.**

![Assignment Selection Interface]

Step 5: Confirm your information by **touching Yes.** If the information is incorrect, touch No to start over.

![Confirmation Interface]

*Is this information correct?*

If the information shown is correct, touch the Yes button. Touch the No button if you want to start over.

- **Name**: Test Test
- **Date**: Friday, March 17, 2017
- **Time in**: 4:52 pm
- **Assignment**: Sorter Room Assistant [Downtown]

![Yes and No Buttons]