Check In Check Out Kiosk

What is a Kiosk?

- A check-in check-out kiosk can be established anywhere there is a computer or mobile device

- This controls access to your campus and gives volunteers one central place to report when they arrive for their shift

- An authorized user must use the kiosk login and password established for your campus to open the kiosk
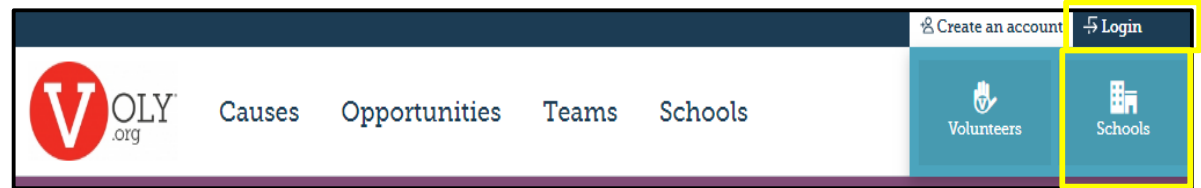
Open the Kiosk

ACCESS VOLY

- Go to https://(mydistrict).voly.org

LOG IN TO YOUR AGENCY ACCOUNT

- Click on 'Login' and select 'Schools'

- Enter the Kiosk email address and password.

- Click Log In

For Schools

Log In

Access your account and start managing your volunteers!

Email Address
volycheckinkiosk@myschool.edu

Password
•••••••••••

Forgot your password?

Log In

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VOLY.org

Find a Volunteer and Check in

Search for a volunteer by Email Address

Search 🔍

Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity	Volunteer ▴	Date and Time ▴	Email	Hours Logged Today	Check In / Check Out

Reload

- When a volunteer arrives, they enter their email address to check-in.

- If they have preregistered and been approved to volunteer on this date, their assignment will appear.
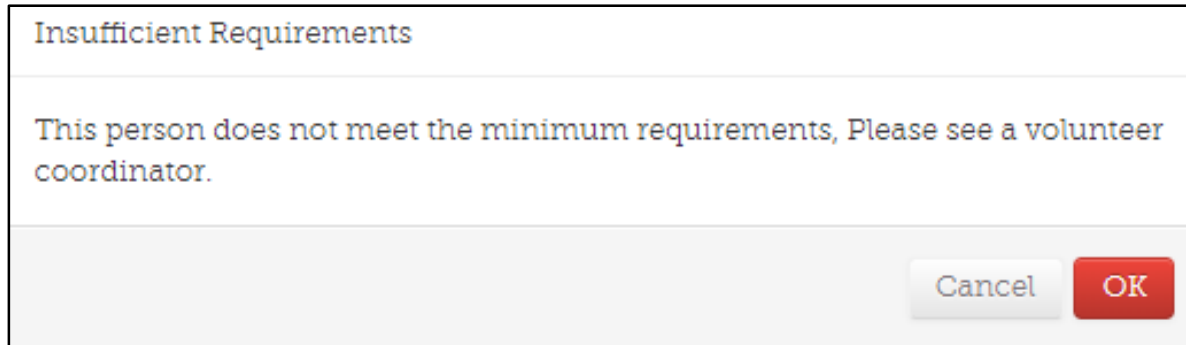
- Click the check-in box.

Check In

VOLY.org

Unscheduled Volunteers

Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity	Volunteer ⌃	Date and Time ⌃	Email	Hours Logged Today	Check In / Check Out

If you don't see an opportunity here, click below.

List of Opportunities

- If the volunteer has not pre-registered, but is an approved volunteer, a selection of available opportunities will appear.

- Click on the opportunity that is a best match to check-in

Opportunity	Date	Add and Check In
Great Fun!	Jun 04, 2018 2:30 PM	Add and Check In

Insufficient Requirements

Insufficient Requirements

This person does not meet the minimum requirements, Please see a volunteer coordinator.

Cancel   OK

- If the individual has not met established organization requirements, they will be directed to contact a volunteer coordinator.

- Volunteers may be referred if they have not completed the required volunteer process or if they have not identified this as one of their preferred schools.