**How to Report**

**Your Service Hours Online**

**How to Log-in**

1. Go to <https://www.volgistics.com/ex/portal.dll/?FROM=27467>.



1. Enter your **‘Login name’**, which is your email address. This could be your work or personal email, but it is the email at which you have received your VicNet login information.
2. Enter your **‘Password’**. The first time, this will be a temporary password that was emailed to you.
3. **If you forgot your password**, click on **‘Forget your password?’** and a new password will be sent to you.

**Log Your Service Hours**

1. Once you are in your online volunteer account, select **‘Post Your Hours’** or the **‘Timesheet’** tab. You will end up in the same place.
2. Select the appropriate **Beginning** **and** **Ending Date** for your period of service.
3. Select the **Appropriate Assignment** for your service activity.
4. Select the **Number of Hours and Minutes** you served during this period of time.
5. Select **‘Continue’**.



1. On the next page, select **‘Yes’** and your hours have been entered!



1. As you continue to enter your hours, you will start to see your service adding up on your **‘Timesheet’**.

**Change Your Login Password**

After you login the first time, go to the **‘Account’** tab. This is where you can change your temporary password to something more personal and easy for you to remember.