If you have any questions about using the Ugetconnected site, please contact Viterbo’s Community Engagement Coordinator Denise Lorenz at 608-796-3285 or dmlorenz@viterbo.edu

www.ugetconnected.org

REGISTER AS A NEW USER

- Enter name, email address, zip code, date of birth, and select affiliation-Viterbo University
- Identify areas of interest for volunteering
- Create a password

SEARCHING FOR NEEDS

- May search for a specific agency –
- May search by need –
  Filter needs by:
  - Age, Agency, County, Date, Distance, Interest, Phrase

RESPONDING TO A NEED

- To respond to a need click:
- Enter your contact information
- Identify days you are available
- Space to add additional notes or clarification – this may be a good place to let the agency know what kind of opportunity you are interested in (ongoing or one-time experience, do you have to log hours, specific hours you are available, etc…)
- Click:
- You will receive an automatic email from Ugetconnected after responding to a need
- The community agency should be in touch with you within 3 business days
UGETCONNECTED STUDENT USER TUTORIAL

WHAT TO DO IF YOU DO NOT HEAR BACK FROM THE AGENCY

- First, try contacting that agency through their office phone or office email address located on its website or on its UgetConnected agency profile page
- If your attempts are unsuccessful, contact info@ugetconnected.org.

REMEMBER: TRACK/VERIFY YOUR HOURS THROUGH THE UGETCONNECTED SITE

- Make sure you are on your profile, otherwise click the DASHBOARD tab
- Click on the image
- Under “Hour Type,” Select a need from your dropdown list
- Enter required information

![Hour Type Form](image.png)

- Click:
  - This will automatically be submitted to the agency for verification. The agency will be responsible for verifying your hours through the UgetConnected tracking portal. In the meantime, you will see a pending image.
  - This image indicates that your service hours have been approved by the agency:
ADDING VOLUNTEER OPPORTUNITIES FOUND OUTSIDE OF THE UGETCONNECTED SITE TO YOUR RESUME

- Fill in “no” bubble in reference to “Hour Type”
- Fill out “Individual Details” of your service experience

TO RETRIEVE VOLUNTEER RESUME

- Go to:
- Click:
- Then click: , and a pdf summarizing your service will pop up for you to open and print.
  - All pending and verified hours and any additional hours you manually input would appear on this “resume.”