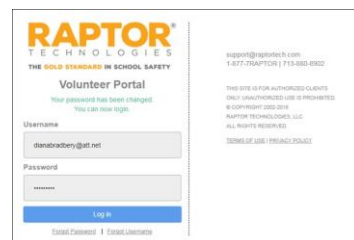


Using Raptor Volunteer Portal at Hillsborough County Public Schools

The Volunteer Portal allows volunteers to easily manage their volunteer activities—sign up for events, track hours, view and update their profile, change their password, and communicate with other volunteers. Upon approval as a volunteer, you will be sent an email providing instructions to access the portal.

1. Access Volunteer Portal

- Locate your volunteer approval email and click the link to access the Volunteer Portal.
- Create a new password and then log in with your email address and new password.
- Bookmark the Raptor Volunteer Portal website for future access.
- You can also access the HCPS Volunteer Portal by [clicking this link](#)
- If you need to reset your Password, [click this link](#)

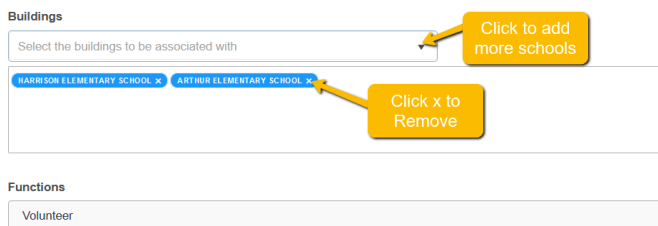


2. View your Profile

- Once logged into the Portal, you will be on the “My Profile Page”
- Click **Details** to view specific information about the logged hours.
- Click **Add Hours** to report the hours you worked and optionally associate them to an event.
- View your current Volunteer Expire Date.

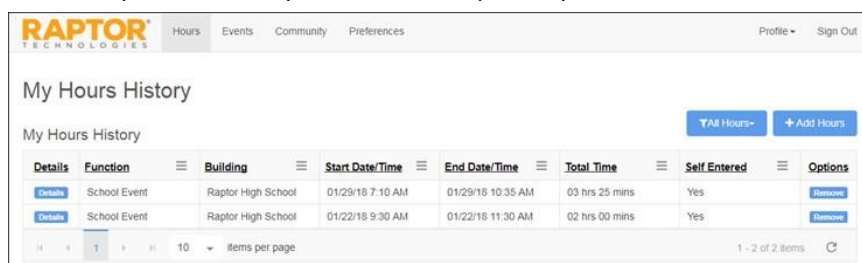
3. Update Information

- From the “My Profile Page” you can also
 - Update Address and Phone number information
 - For email address changes, please send an email to volunteer.services@hcps.net stating your new email address for your HCPS Volunteer Portal Account
- To update your Volunteer Building selections, you can search for new buildings as well as remove existing buildings.
 - By updating your building selection, you will be able to control the emails from the schools communicating Volunteer Opportunities.



4. View your volunteer hours

- Click the **Hours** tab and view a history of the hours you’ve volunteered.
- Click **Details** to view specific information about the logged hours.
- Click **Add Hours** to report the hours you worked and optionally associate them to an event.

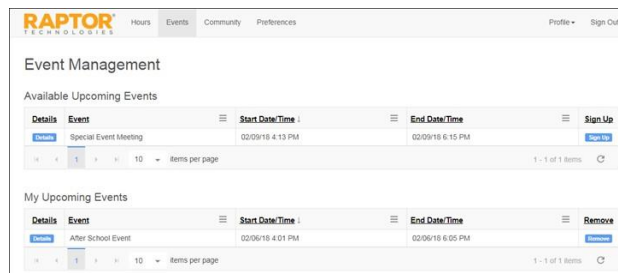


5. Update your Volunteer Functions

- Under your profile, you will see your approved Volunteer Functions
- If you would like to update your Volunteer Functions, like adding Music/Band Instructor, Overnight Chaperone, Unsupervised Tutor or Mentor, please contact Volunteer Services by sending an email to volunteer.services@hcps.net with your request

6. Manage your events

- Click the **Events** tab to view upcoming events.
- Click **Details** to view specific information about an event.
- Sign up for events and view your upcoming Events.

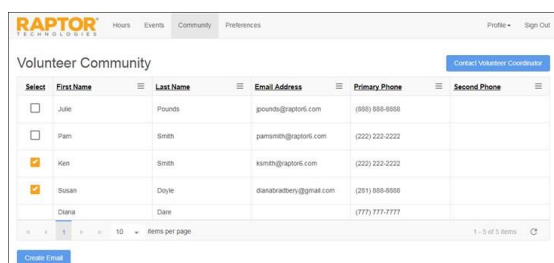


7. Update your Volunteer Functions

- Under your profile, you will see your approved Volunteer Functions
- If you would like to update your Volunteer Functions, like adding Music/Band Instructor, Overnight Chaperone, Unsupervised Tutor or Mentor, please contact Volunteer Services by sending an email to volunteer.services@hcps.net with your request

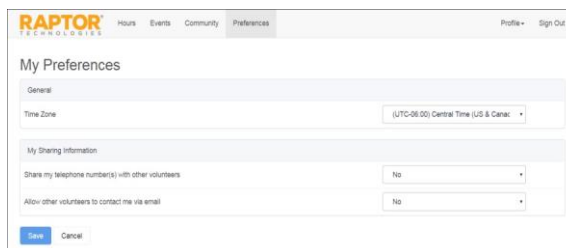
8. Email other volunteers

- Click the **Community** tab and select the volunteers you want to send an email.
- Create the email and click **Send**.



9. Allow other volunteers to contact you

- Click the **Preferences** tab to specify how other volunteers can contact you.



10. Change your password

- Click **Profile** and select **Change Password**, as needed.