

This is your Volunteer Dashboard Type (this is only for those Active in any one program).

Here you can upload your photo (should have your full head from shoulders up)



Here is where you can see your Program Specific Status if you are in more than ONE Program:  
-Active  
-Applicant  
-Compliance Overdue  
-Inactive  
-LOA

\*First Name \*MiddleName  
\*Last Name

**Activity Status**  
CUHS: Active  
NCUHS: Applicant

Here is a Summary of your reported hours

You have logged **4.00 hours** total since first starting on Wednesday, April 20th 2022.

Click on Edit Profile to update your personal information including school and employment

Click on Request Leave to request a Leave of Absence (LOA) for all or just select programs if you are unable to volunteer or update your annual requirements for a short period of time

Click on Exit Request if you plan to off-board from all programs or select program(s). NOTE: If you are off-boarding in good standing (i.e. completing all of the required hours of commitment), then you are eligible for a Certificate of Completion.

Here is where all of your assignments (AKA Opportunities) are located:  
**PLACED:** means you are actively assigned.  
**REFERRED:** means you are pending to be assigned and must complete the clearance process (above).

### Annual Compliance

**Complete Application and Essays** [Complete Application](#)

Thank you for signing up for a new program. Please click "Complete Application" to provide further detail about why you are volunteering and your qualifications. You have 2 weeks to complete this portion of the application to allow time for completing your essays.

Universal Background Screening:

- CICARE Training
- Radiation Safety Training
- Safe Patient Handling Training
- Cybersecurity Training

**Clinical UCLA Health Sciences Training** [Launch Training](#)  
Due date: 09/30/2022

**Non-Clinical UCLA Health Sciences Training** [Launch Training](#)

**Influenza Vaccine (Flu Shot)** [Upload](#)  
Due date: 09/30/2022  
Please click upload to provide your Flu Shot documentation.

**Personal Device Usage Waiver** [Upload](#)  
Due date:  
Please complete the following steps:  
1. Click here to download the Volunteer Personal Device Usage Form  
2. Print and Sign this document  
3. Scan or take a picture of the signed form  
4. Click the "Upload" Button to upload your completed form for review  
Once completed, we will review your document and close this step once confirmed.

**In-Person Follow-Up**

**Orientation Quiz**

Search 🔍

Click on Log Books to view a break down of hours entered or signed in/out.

Log Books 📅

Click on Report Hours to record your hours for each Opportunity. NOTE: Not all volunteers will have this option if you are required to Sign In/Out of the Kiosk Station.

Report Hours 🕒

Annual and New Volunteer Requirements or Trainings will be prompted here to complete

If you are applying to another program, then you may see some familiar steps appear which are required in order to clear in the new program. Complete each step in order to be Active in the program.

These steps are grayed out as they will activate once you complete the previous steps (similar to when you on-boarded)

**Upcoming Schedule** [View Schedule](#)

No upcoming schedule shifts. [View your full schedule](#)

This is where your assigned shifts are located, this is usually used for if you signed up for Orientation Timeslots.

### My Opportunities

**\*CUHS Test** CUHS: Other  
You've been **placed** with this opportunity.  
[see details](#)

**\*NCUHS Test** CC: General  
You've been **referred** for this opportunity.  
[see details](#)

This is the name of the Opportunity's department or section

Click on the Name/Title of the Opportunity or "see details" button to view the Scope of Duties form, Access, and other information.

[Calendar](#) | [List](#)