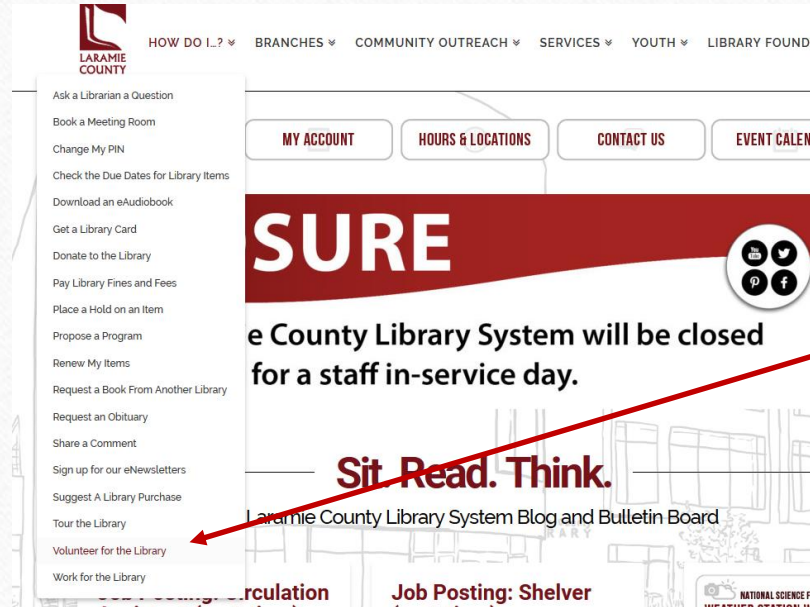


# VicNet Portal



From the LCLS homepage, hover over or click on “How Do I”, select “Volunteer for the Library”

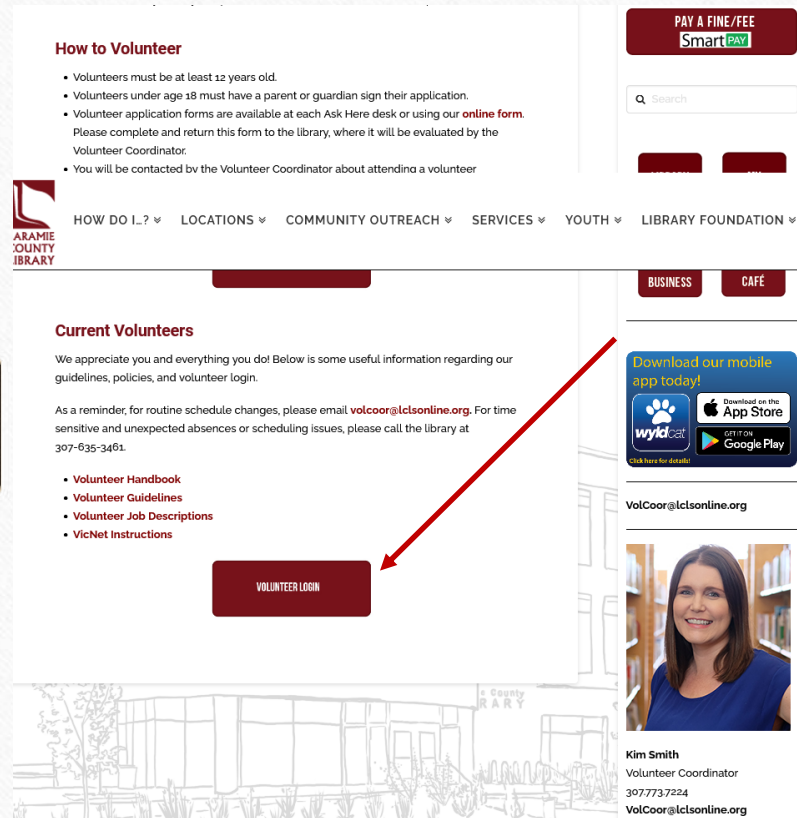
OR

Scroll to the very bottom of our LCLS homepage and click on “Volunteer at the Library!”

# VicNet Portal

Click on “Volunteer Login”

You will get this page:



**How to Volunteer**

- Volunteers must be at least 12 years old.
- Volunteers under age 18 must have a parent or guardian sign their application.
- Volunteer application forms are available at each Ask Here desk or using our [online form](#). Please complete and return this form to the library, where it will be evaluated by the Volunteer Coordinator.
- You will be contacted by the Volunteer Coordinator about attending a volunteer

**Current Volunteers**

We appreciate you and everything you do! Below is some useful information regarding our guidelines, policies, and volunteer login.

As a reminder, for routine schedule changes, please email [volcoor@lclsonline.org](mailto:volcoor@lclsonline.org). For time sensitive and unexpected absences or scheduling issues, please call the library at 307-635-3461.

- [Volunteer Handbook](#)
- [Volunteer Guidelines](#)
- [Volunteer Job Descriptions](#)
- [VicNet Instructions](#)

**VOLUNTEER LOGIN**

**PAY A FINE/FEE**  
SmartPAY

HOW DO I...? ▾ LOCATIONS ▾ COMMUNITY OUTREACH ▾ SERVICES ▾ YOUTH ▾ LIBRARY FOUNDATION ▾

**BUSINESS** **CAFÉ**

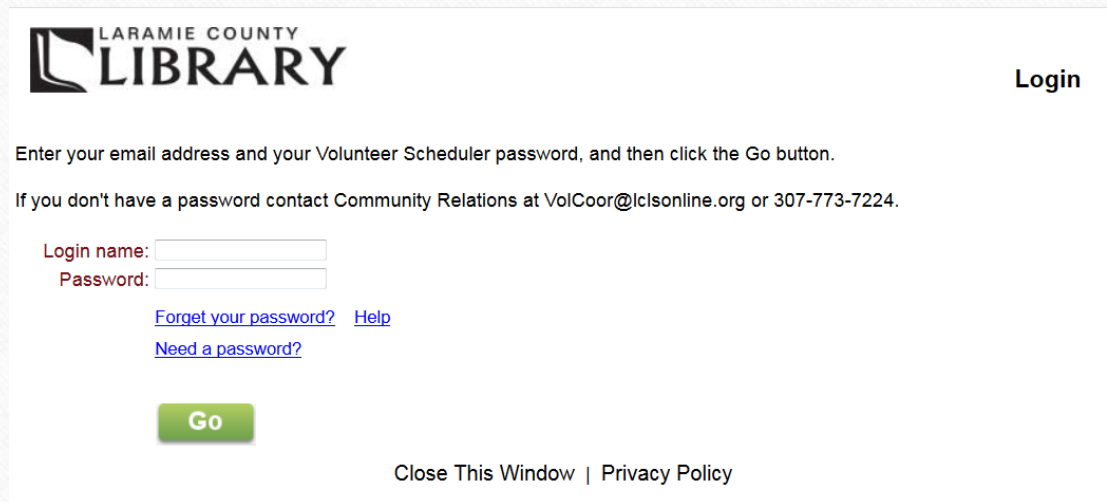
Download our mobile app today!  
wyld cat  
Click here for details!

Download on the App Store  
GET IT ON Google Play

VolCoor@lclsonline.org

**Kim Smith**  
Volunteer Coordinator  
307-773-7224  
[VolCoor@lclsonline.org](mailto:VolCoor@lclsonline.org)

**LARAMIE COUNTY LIBRARY**



**LARAMIE COUNTY LIBRARY**

**Login**

Enter your email address and your Volunteer Scheduler password, and then click the Go button.

If you don't have a password contact Community Relations at [VolCoor@lclsonline.org](mailto:VolCoor@lclsonline.org) or 307-773-7224.

Login name:

Password:

[Forget your password?](#) [Help](#)

[Need a password?](#)

**Go**

[Close This Window](#) | [Privacy Policy](#)



# VicNet Portal



## Volunteer Scheduler

Volunteer information for **Anna McClure**

[Home](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Account](#)

Text message opt-in

### News

If you have a set time you would like to come in and volunteer, but there is nothing listed that day, please contact Anna and tell her the days / times you have available. We usually have "back of the house" things that we need help with that aren't listed here.

Check your schedule, receive messages, and much more through our VicNet Volunteer Portal: anytime, and from any Internet connected computer!

If you are unable to make a shift or for general volunteer information please contact one of the following people in the order listed:

- Volunteer Coordinator, Anna McClure: 307-773-7224
- Manager, Community Media Relations: 307-773-7225
- Laramie County Library: 307-634-3561

• Please try to speak with someone before leaving voicemail so a replacement can be found as soon as possible.

EXIT

Notice the tabs at the top of the screen:




[Close this window](#) | [Privacy policy](#)

# VicNet Portal

- Keep contact information updated please
- Update emergency contact as needed
- Click Save when finished



LARAMIE COUNTY  
LIBRARY

Volunteer Scheduler

Volunteer information for **Anna McClure**

[Home](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Account](#)

**Instructions**  
The following information is currently on file in your volunteer record. To update your records, enter your new information in the spaces provided. Click any of the "Save" buttons to save your changes or additions.

**Contact Information**  
First name:   
Last name:   
Title:   
Street 1:   
Street 2:   
Street 3:   
City:   
State:  Zip:   
Home phone:  ☐ OK to call me here  
Work phone:  ☐ OK to call me here  

SAVE

**Demographics**  
You may optionally provide the following information. It is used only to help us get a better idea of the demographic make-up of our volunteers.

# VicNet Portal

Volunteer information for Anna McClure

[Home](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Account](#)

**Instructions**  
Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your schedule click the "Printable view" button.  
If you need to cancel or reschedule, please try to speak with someone before leaving voicemail so a replacement can be found as soon as possible by calling the library at (307)634-3561.

**Sign-Up!**  
We need volunteers on days that have the "Help wanted" symbol. Click any of these days to learn more or to sign-up.  
Show openings in

[PREV MONTH](#) [NEXT MONTH](#) September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day	3 HELP WANTED	4 HELP WANTED	5 HELP WANTED	6	7
8 HELP WANTED	9	10 HELP WANTED	11 HELP WANTED	12 HELP WANTED	13 HELP WANTED	14 HELP WANTED
15 HELP WANTED	16	17 HELP WANTED	18 HELP WANTED	19 HELP WANTED	20	21 HELP WANTED
22 HELP WANTED	23	24 HELP WANTED	25 HELP WANTED	26 HELP WANTED	27	28 HELP WANTED
29 HELP WANTED	30					

[PREV MONTH](#) [NEXT MONTH](#)

- Watch for orange “Help Wanted” and click for details or to sign-up
- New opportunities posted as they become available



# VicNet Portal

The screenshot shows the VicNet Portal interface. At the top, there are navigation tabs: Home, My Profile, My Schedule (selected), My Service History, and Account. Below the tabs, it says "Schedule for Thursday, September 5, 2019" with "Previous day" and "Next day" buttons. Underneath is the word "Schedule" in orange. A volunteer opportunity is listed: "Cleaning monitors, keyboards and mice - Training Required" with a blue link "Description". To the left of the opportunity is a green "Schedule me" button. To the right of the button, it says "4:00pm to 5:00pm Open", "1 volunteer still needed", and "Note: Time flexible, let Anna know if this time doesn't work". At the bottom left of the opportunity section is a green "Calendar view" button.

Click “Description” for more detail

Click “Schedule Me” to sign up. You’ll get an email and so will the library staff member who requested a volunteer

# VicNet Portal



## Volunteer information for Anna McClure

[Home](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Account](#)

### Instructions

Click the "Printable view" button for a printable view of this information.

### Totals

Year-to-date hours: 2:00

Life hours: 2:02

### Service by year

Click on a year to view your records for the year.

Year	Hours
2017	2:02
Life total:	2:02

PRINTABLE VIEW

EXIT

- Track hours
- If you want staff privileges, contact  
VolCoor@lclsonline.org
- Watch when you're getting close to award levels



# VicNet Portal



## Volunteer Scheduler

Volunteer information for **Anna McClure**

[Home](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Account](#)

### Change your password

You can change the password you use to access your volunteer information. Enter your current password, enter your new password twice, and then click the Save button.

Your new password must:

- Be different from your current password.
- Be between 6 and 30 characters long.
- Contain both letters and numbers.

Enter your **current** password here:

**\*(Required)**

Enter your **new** password here:

**\*(Required)**

Enter your **new** password again:

**\*(Required)**

[Help](#)

**SAVE**

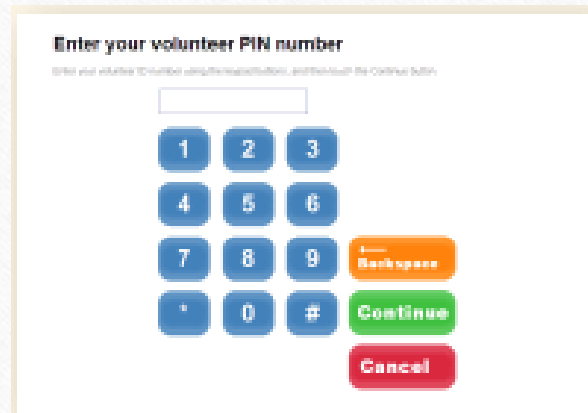
- Update password
- Update phone number
- Set up texting or emailing
- Click “agree” at bottom, click save





# iPad Sign-in Station

- Located at the Greeter Desk
- Phone number to sign in –  
without area code  
Example: 6355555
- Select volunteer assignment  
from the list
- Be sure to sign out when  
you are done
- Use binder if iPad isn't  
working



The screenshot shows a sign-in interface on an iPad. At the top, it says "Enter your volunteer PIN number" in bold. Below this is a small text line: "Enter your volunteer ID number (without area code), and then press the Continue button." There is a text input field for the PIN. Below the input field is a numeric keypad with buttons for digits 1 through 9, 0, and #. To the right of the keypad are three buttons: an orange "Backspace" button, a green "Continue" button, and a red "Cancel" button.