



APS “How To” Quick Guide

MyVoluntier Civic Engagement Platform

Making Service Easier

MVT Action Step 1: How to manually upload community service hours within the MyVoluntier platform?

- To insert community service hours completed by an APS student, click here: <https://www.myvoluntier.com/faq>, and complete the following steps.

Step 1: To sign into the MyVoluntier platform, please click the **Sign up for MyVoluntier** link. Scroll to **step 5** and complete **steps 5 and 6**.

- a. Log into the MyVoluntier platform via the MyBackpack portal with your MyVoluntier credentials.
- b. Students will use their APS email address as their username and their lunch identification number as their password. If you need assistance to complete this step, please contact your school-site counselor.

MVT Action Step 2: How to sign up for community service events within the MyVoluntier platform?

Step 2: To sign up for events, please click the **Sign Up for Events** tab within this link: <https://www.myvoluntier.com/faq> . Follow the directions to complete **steps 1-11**.

MVT Action Step 3: How upload completed community service hours within the MyVoluntier platform?

Step 3: To upload hours for an event you completed, click on the **Submit Hours to an Event** tab via this link: <https://www.myvoluntier.com/faq>. Follow the directions to complete **steps 1-4**.