



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](#) 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](#). 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 with this [link](#). Follow the directions to complete *steps 1-4*.