

VEAP Volunteer Information Center (VIC)

Quick Reference Sheet



Volgistic's VEAP Volunteer Information Center (VIC) is your own personalized page for all things volunteering at VEAP! VIC contains information about your VEAP profile, schedule and self-scheduling, service history and more. Read below to learn how to access your profile.

To access VIC, go to www.veap.org/volunteer and click on "volgistics log-in". Or, copy the following link to your web browser to access VIC directly: <https://www.volgistics.com/ex/portal.dll/?From=48992>. Scroll down to below the volunteer slideshow and you will see the link. Look below to see what the button looks like on our website:

VOLGISTICS LOG-IN

Your login name is your email address on record with us. If this is your first time logging in, your temporary password is your VEAP #ID. If you've forgotten your #ID, or have forgotten your current password, contact us at volunteerdept@veap.org or [952-955-8323](tel:952-955-8323) for assistance.

Once you are logged into VIC you will be greeted with the following options:

- **Home:** The **Home** tab contains a welcome to VEAP, our observed holidays, a listing of your assignments, resources, compliance forms, a quick way to check your volunteer schedule, and more! On this page, you can check your schedule or sign-up for new shifts by clicking the buttons below:

Check your schedule

Sign-Up

- **Mail:** The **Mail** tab is not currently used. Instead of using VIC to send volunteers mail, VEAP uses the personal email you provided in your application to send updates.
- **My Profile:** The **My Profile** tab is used to view your personal information on file with VEAP. Remember to click save after updating your information. If you are unable to change your information, contact us at volunteerdept@veap.org or [952-955-8323](tel:952-955-8323) for assistance. Please note that information that has been greyed out cannot be changed without assistance.
- **My Schedule:** The **My Schedule** tab is used to view your schedule for the current month. Click on 'Prev Month' or 'Next Month' to view past or future schedules. To view current volunteer needs, click on 'Help Wanted'. Details for the open shift as well as a link to the position description will display. Click on 'Schedule Me' and you will be scheduled for that day and time. To return to the calendar, click on 'Calendar View'. Please note that you can only view positions that have been assigned to you. Look below to see what these buttons look like within VIC:

Prev month

Next month



Schedule me

Calendar view

- **My Service History:** The **My Service History** tab is used to view your service hours at VEAP. This tab displays your start date, hours by the year, and a lifetime total. Click on 'Printable View' below to print your service information. This page is for informational purposes only. Look below to see what these buttons look like within VIC:

Printable view

- **Account** – The **Account** tab can be used to change your password. After changing your password, remember to click save. Instructions on how to change your password, as well as requirements, can be seen on screen. To have your password reset, contact us at volunteerdept@veap.org or [952-955-8323](tel:952-955-8323) for assistance.

To exit Volgistics' Volunteer Information Center (VIC), click **Exit** at the bottom of any page. If you have any trouble accessing or have questions about VIC, contact us at volunteerdept@veap.org or [952-955-8323](tel:952-955-8323) for assistance.