

Setting up the Volunteer Check in Kiosk

(This should only have to be done one time)

Go to your Shared/Front Desk Computer (or where you will want volunteers to post their hours)

Log in using your email, mobile # or name at <https://volunteer.elizabethnewlife.org>

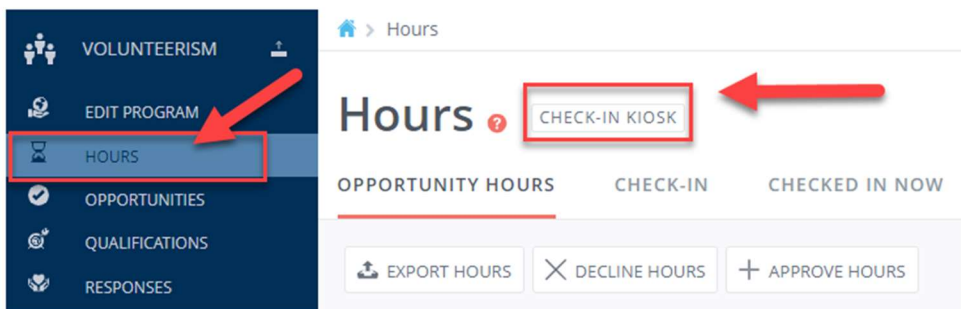
Save this link to this computer's bookmark or favorites for quick access in the future. IT can help with this if you are not sure how.

You may need to update your Profile information first AND change your password.

How do I launch the Check-In Kiosk?

Before you launch the Check-In Kiosk, be sure to set up a tablet, laptop, or other device in a location that's easy to access and manage for you and your volunteers.

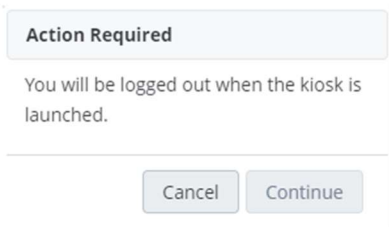
1. Go to **Volunteerism > Hours** on the device.



2. Click **Check-In Kiosk**.

3. A warning appears letting you know that you will be logged out when the kiosk is launched.

- Click **Continue** to launch the kiosk or **Cancel** to go back to your **Hours** dashboard.



4. You are logged out of your profile and the Check-In Kiosk is ready to start checking volunteers in for their scheduled Opportunity!