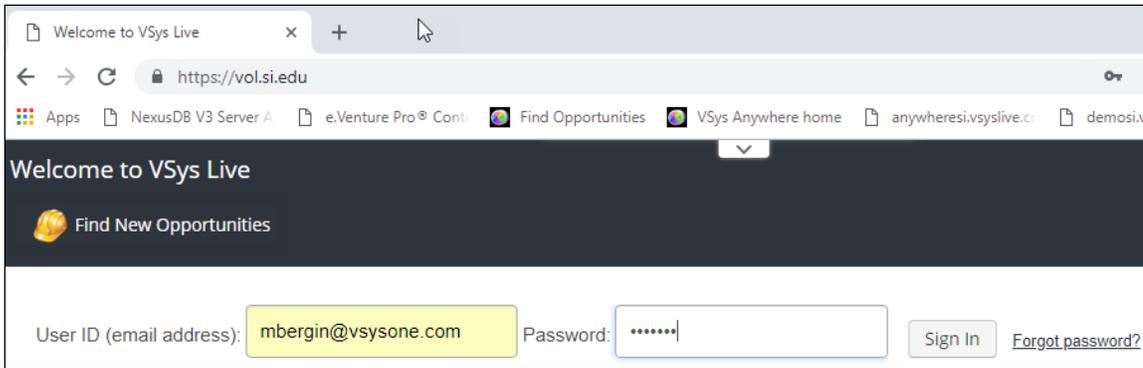


How To Use Vsys to See Your Assigned Shifts and Make Requests:

Logging into your account

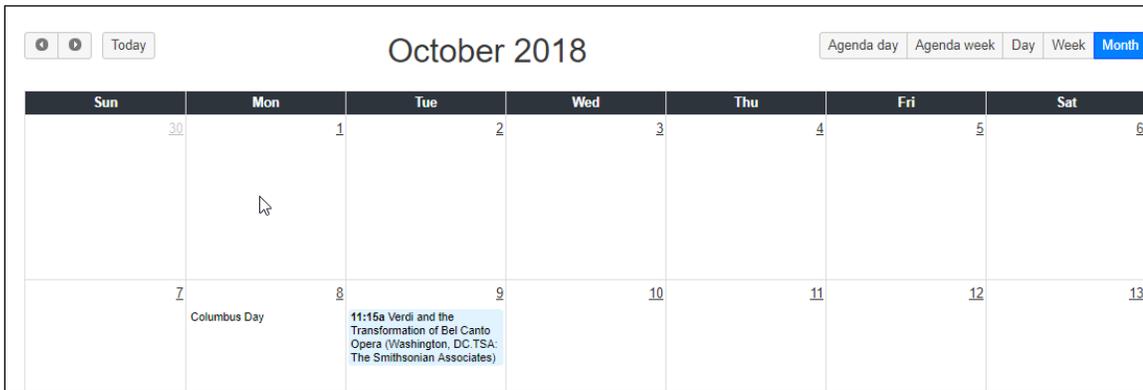
Start at either using the link at the bottom of an email from Jenna (in the signature) or <https://vol.si.edu>

Your User ID: Your email address; password is what you set it. If you forget it, you can reset it or Jenna can.

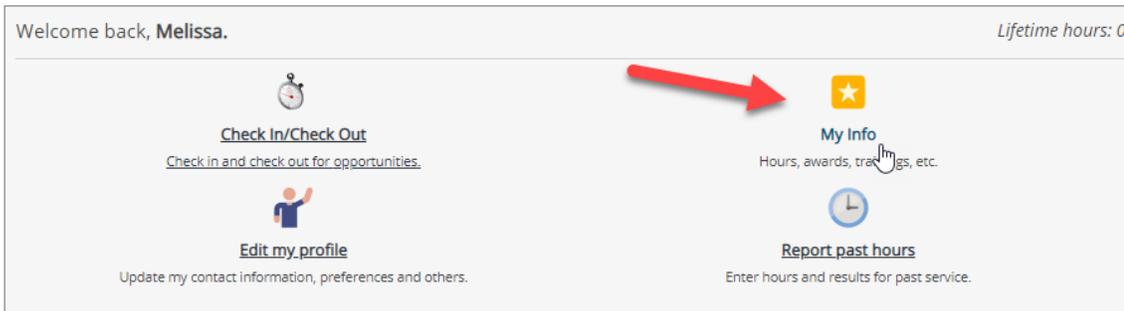


How to look up your program assignments (approved "normal" ones in Vsys speak)

After you **log into** your account you will see a calendar on the lower part of the page. This calendar is your schedule. The only things that will show on it are things you are **committed to** - either times to volunteer (blue) or trainings/enrichments (purple). You will NOT see your pending approvals (requests) on this calendar.



If you would like to see a list of programs you've requested ("pending"), click on the **My Info** link. You can see both what you have requested (Status = Pending Approval) and what is your assignment (Status = Normal)

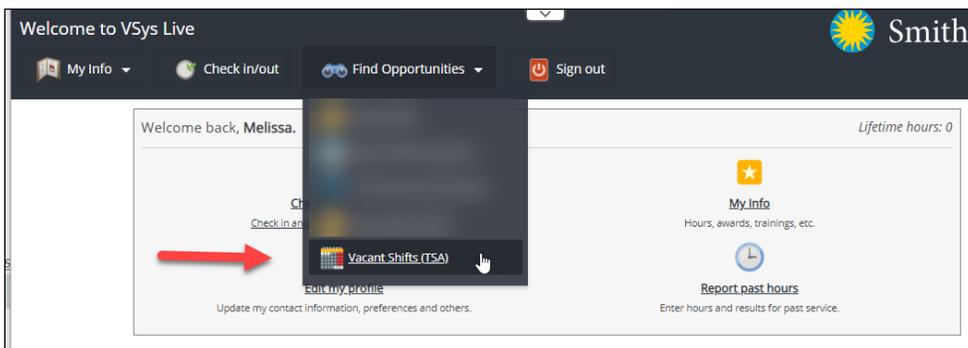


You can see both what you have requested and what is scheduled.



How to make requests ("pending" in VSys speak)

From the **top Menu** select **Find Opportunities** and then **Vacant Shifts (TSA)**. This is at the **BOTTOM** of the drop down list. **Do not use the first choice "Vacant Shifts" – that is for the museums.**



If you want to filter the results, try a **keyword** in the filter box (like a word from the program title) to narrow down what you see. Otherwise, all the program titles are listed alphabetically as a drop down menu in the "Opportunities" field section. No need to change the dates.

Keywords doesn't always bring up what you think it should, so I suggest you leave it blank and click on Search.

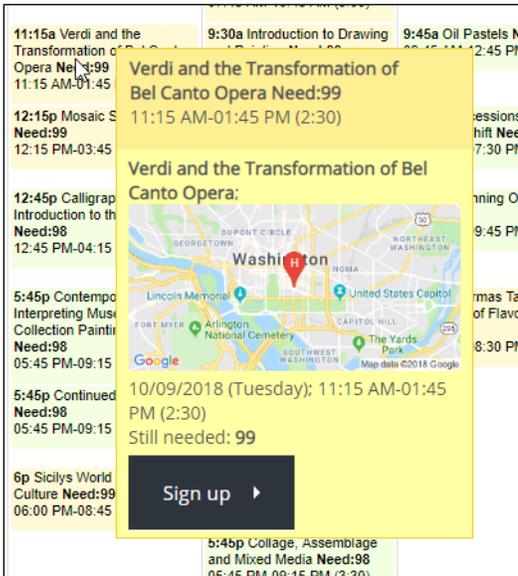
Start date: 09/20/2018 | End date: 12/19/2018 | Opportunities:

Locations: Only high priority openings

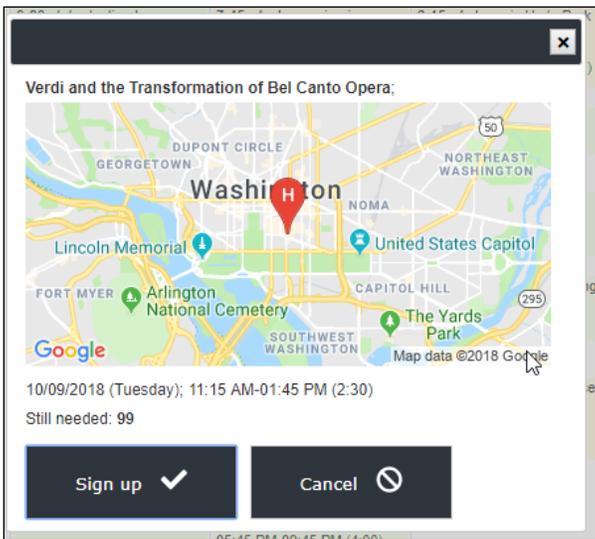
Keywords: art

Search **Cancel**

When you find something interesting, **click on it** to see the specifics. Click on **Sign up** to select it.



It will ask you to confirm (**Sign up**) and your request will be submitted.



The green bar at the top is your indicator that it went through successfully.

