galileoschool
FOR GIFTED LEARNING

VOLUNTEER HOURS

LOGGING INTO YOUR RAPTOR ACCOUNT

1. On your computer browser go to https://apps.raptortech.com (this site is not very mobile friendly)

If you are asked (not everyone is) choose the Raptor 6 option

2. If you have never logged in before or have forgotten your password, click on "Forgot Password"

3. Enter your Username (this will be the email address you registered with) and click Send Reset Email

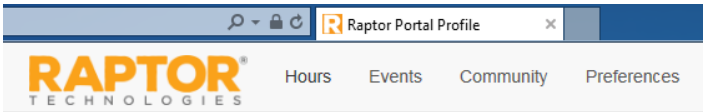
4. Open the email and click the Please click here link to confirm your request and reset your password

5. On Password Reset screen, enter new Password, re-enter to confirm, then click Save New Password

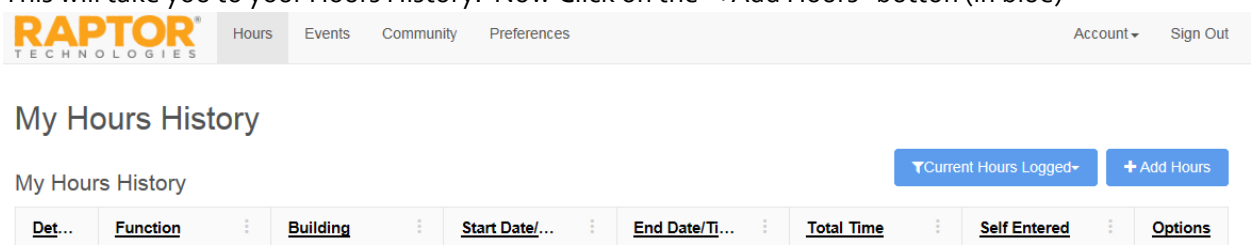
The Raptor Log In screen displays with a message indicating your password has been changed. You can now log in to Raptor with your new password. If you have any difficulty, please email Jenny.Slavik@GalileoGiftedSchool.org for assistance.

ADDING HOURS TO YOUR RAPTOR ACCOUNT

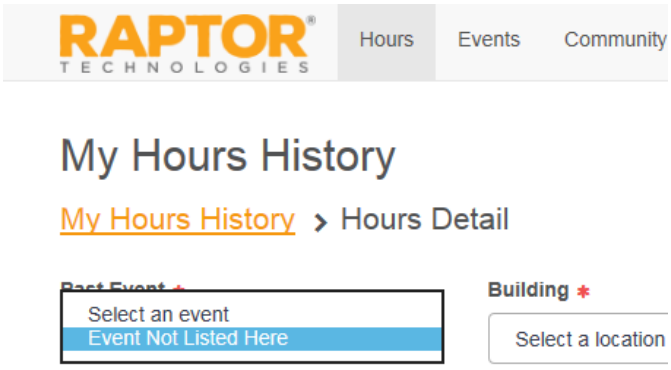
After logging into your account, choose the "Hours" tab on the top bar



This will take you to your Hours History. Now Click on the "+Add Hours" button (in blue)

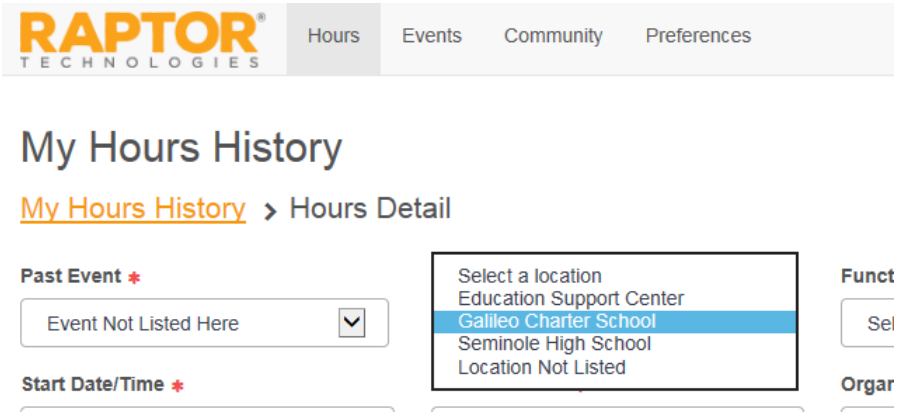


Past Event – Choose "Event Not Listed Here"

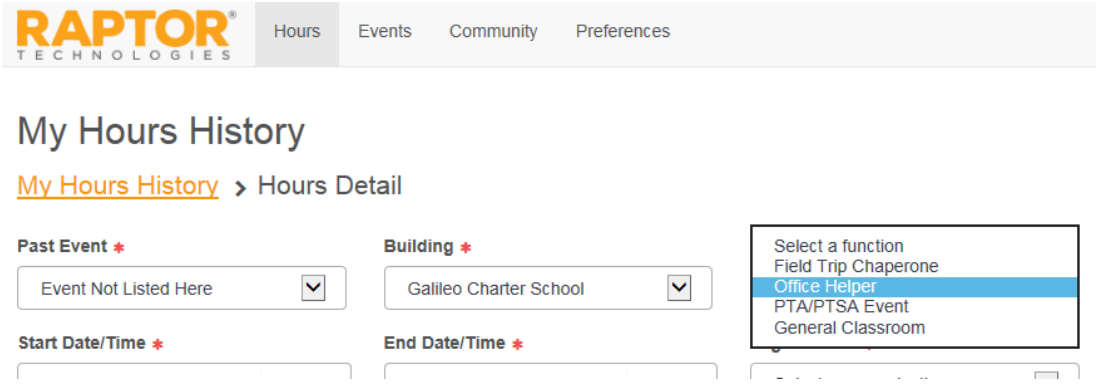


Building – Choose "Galileo Charter School"

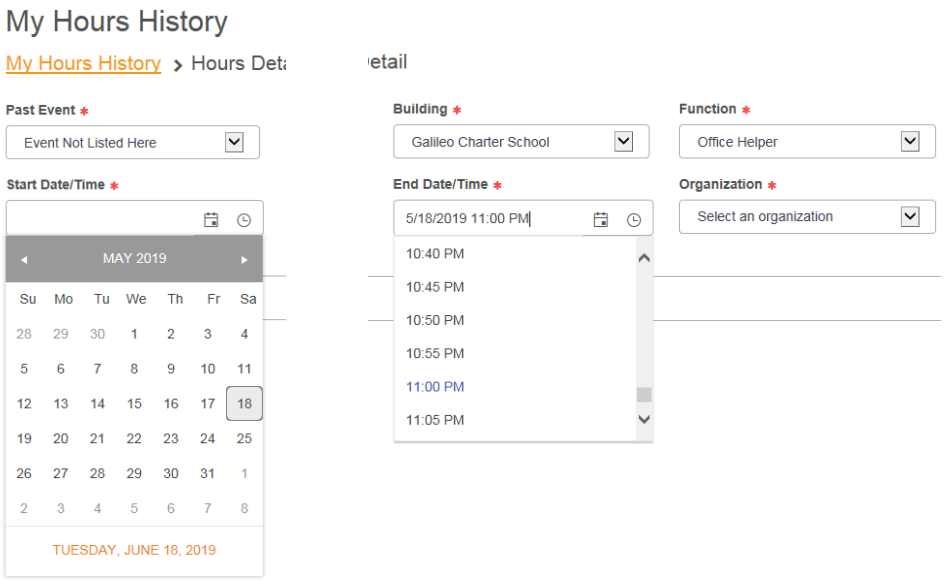
Even if you did not do your volunteer time on campus – you choose this option to have your hours credited to your Galileo account



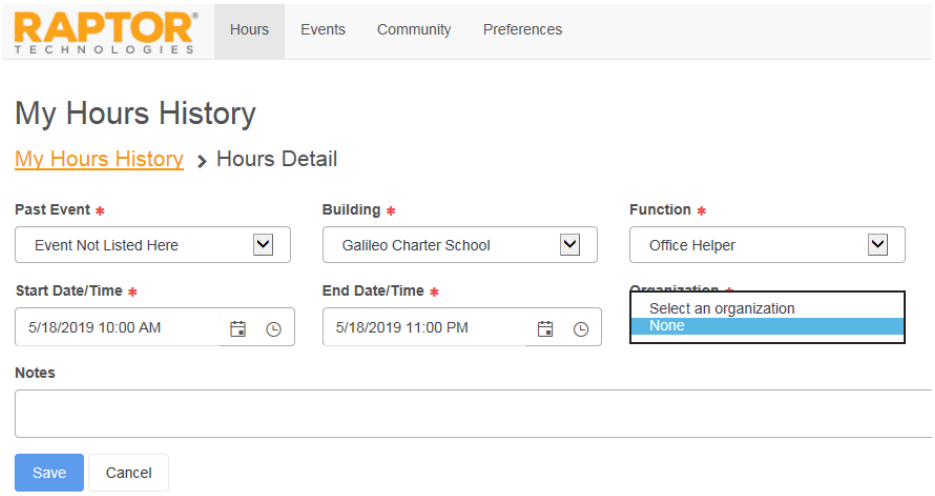
Function – Choose "Office Helper" or "General Classroom" if you are doing work from home or on property on the weekends. If you do not have one of these options on your list, please email Jenny.Slavik@GalileoGiftedSchool.org for these options to be added to your profile



Start Date/Time – Enter the date you completed your time. If you did a 5 hour project over the course of 5 days, you may combine your time and enter 5 hours for the day it was completed. Please do not end your time at 11:30pm or later, and do not enter more than 14 hours per day as this may not calculate correctly.



Organization – Choose "None"



Notes – You may enter any Note you wish to help you remember what you entered the hours for:

Example: "Pressure Washed Car Line Area" or "Stapled packets for Mrs. Slavik"

Click "SAVE" and you are done!