



galileoschool

FOR GIFTED LEARNING

VOLUNTEER HOURS

ALL USERS – PLEASE UPDATE THIS APPLICATION YEARLY

Here is the link for the Dividend Application:

<https://dvd.scps.k12.fl.us/>

This application must be renewed yearly. The roll-over of information is usually done by August 1st.

LOGGING INTO YOUR RAPTOR ACCOUNT

1. This site is not very mobile phone friendly, so we recommend using your computer browser:
<https://apps.raptortech.com/Volunteer/Login/NDM6Vm9sdW50ZWVyOmVuLVVT>



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 Username (this will be the email address you registered with) and click "Send Reset Email"
4. Open 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, click "Save New Password"

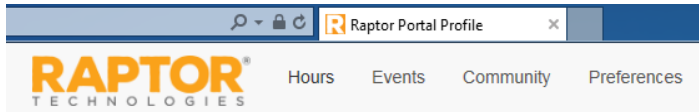
The Raptor Log In screen displays with a message indicating your password has been changed. You can now log in to Raptor with your new password. If you have any difficulty or need further assistance, please email:

Riverbend: Jenny.Slavik@GalileoGiftedSchool.org

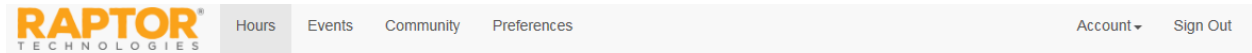
Skyway: Kristin.Ripley@GalileoGiftedSchool.org

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)



My Hours History

My Hours History

▼ Current Hours Logged

+ Add Hours

Det...	Function	Building	Start Date/...	End Date/Ti...	Total Time	Self Entered	Options
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Past Event – Choose "Event Not Listed Here"



My Hours History

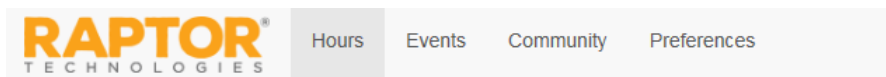
[My Hours History](#) > Hours Detail

Past Event *
Select an event
Event Not Listed Here

Building *
Select a location

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



My Hours History

[My Hours History](#) > Hours Detail

Past Event *
Event Not Listed Here

Building *
Select a location
Education Support Center
Galileo Charter School
Seminole High School
Location Not Listed

Start Date/Time *

Funct
Sel

Orgar

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.

My Hours History

[My Hours History](#) > Hours Det: detail

Organization – Choose “None”

The screenshot shows the Raptor Technologies interface. At the top, there is a navigation bar with the Raptor Technologies logo and menu items: Hours, Events, Community, and Preferences. Below this is the heading 'My Hours History' and a breadcrumb trail: 'My Hours History > Hours Detail'. The form contains several fields: 'Past Event *' with a dropdown menu showing 'Event Not Listed Here'; 'Building *' with a dropdown menu showing 'Galileo Charter School'; 'Function *' with a dropdown menu showing 'Office Helper'; 'Start Date/Time *' with a date/time picker showing '5/18/2019 10:00 AM'; 'End Date/Time *' with a date/time picker showing '5/18/2019 11:00 PM'; and 'Organization *' with a dropdown menu that is open, showing 'Select an organization' and 'None' (which is highlighted). Below these fields is a 'Notes' section with a text input area and 'Save' and 'Cancel' buttons.

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!