



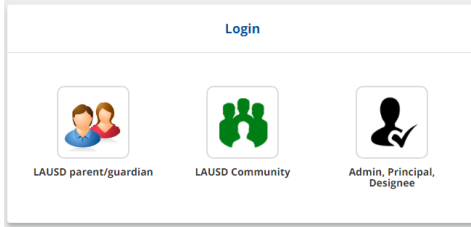
How to Rollover Applications in the Volunteer Management System

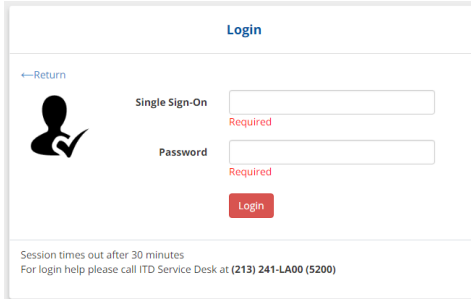


(a Step-by-Step Guide for Volunteer Management System Administrators and Designees)

Step 1

- A) Log into the LAUSD Volunteer Management System. <https://volunteerapp.lausd.net/>
- B) Enter your Single Sign-On and password.

A) 

B) 

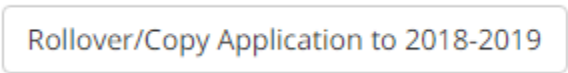
Step 2

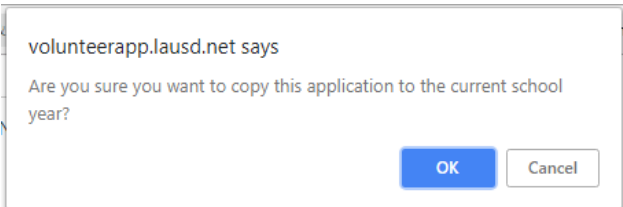
- Find the **2017-2018** application that you would like to rollover or copy into the 2018-2019 school year.
- Click on the “AppID” number to open the 2017-2018 application.

AppID	VolunteerID	First	Last
79897	76553	HEIDI	MAHMUD

Step 3

- A) Towards the bottom of the page, under the section called, “**Administrator details**”, locate the “Rollover/Copy Application” button.
- B) You will get a pop-up message asking if you are sure you want to copy this application. Click “OK”.
- C) In blue, you will see linked text which reads: [Click here to view new application.](#) Click on this link to open the newly copied application.

A) 

B) 

NOTE: All copied information should be verified by the volunteer to be correct and current before submitting the application for administrator approval. **Megan’s Law clearance must be checked every school year.** The TB clearance date must not be over 4 years old.

Next Steps

- Print out a copy of the application and have the volunteer **sign at the bottom of the application** after verifying the information on the application is correct and current.
- Have the volunteer **sign the Volunteer Commitment Form.**
- Keep all records on **file** for 5 years.
- **Notify** administrator of pending applications for approval.