



How to Rollover Applications in the Volunteer Management System

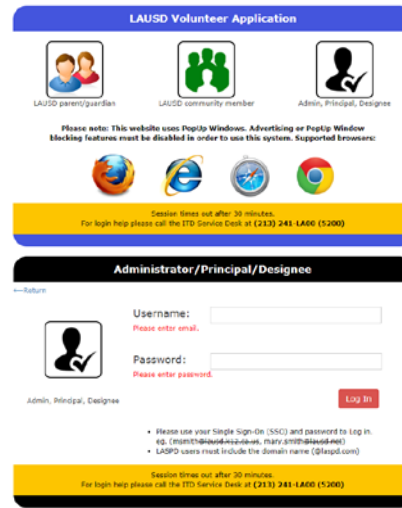


(a Step-by-Step Guide for Volunteer Management System Administrators and Designees)

Step 1

Log into the LAUSD Volunteer Management System. <https://volunteerapp.lausd.net/>

Enter your username and password.



Step 2

Find the 2017-2018 application that you would like to rollover or copy into the 2018-2019 school year.

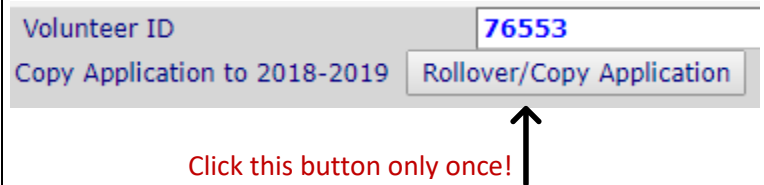
Click on the "AppID" number to open the 2017-2018 application.

AppID	VolunteerID	First	Last
79897	76553	HEIDI	MAHMUD

Step 3

On the upper right side of the application, locate the "Rollover/Copy Application" button.

Click this button only once. Clicking it more than once will create multiple copies of this application.



Step 4

Click on the text to view new application.

New application created: [Click here to view new application](#)

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.