

# MVPS System: Tracking Volunteer/Mentor Time

If you are a volunteer or mentor with Georgetown ISD, you may track your time spent in our schools. Tracking time is not required.

## Step 1 Log into your Relatrix profile



**SIGN IN TO YOUR GISD MVPS ACCOUNT**

Existing Volunteers, Mentors and Partners

*If you are an existing GISD Volunteer, Mentor or Partner, you can log in with your Username & Password on this page. If you do not recall your account username or password, click one of the Forgotten links and the system will email you with details.*

We appreciate you for your time given volunteering for GISD students. It is because of volunteers and partners like you that our students receive the educational experiences they need to find success. We want to thank you for being a trusted partner with us and for providing unique opportunities that help us build on our mission of *Lead, Grow, Serve*.


**New Volunteers & Mentors**

If you are not a current volunteer or mentor and would like to register to become one, you may complete a [new registration application](#).

**New Business Partners**

If you are not a current partner with GISD and are interested in learning more, please visit our website to read about the [GISD MVPS Partner Program](#). You will find information on how to submit an application and introduce us to your proposed partnership.

If you have any additional questions regarding the mentor/volunteer and partner programs, please contact the Office of Communications and Community Engagement at [connect@georgetownisd.org](mailto:connect@georgetownisd.org) or call 612-943-5000.



Username

Password

Log in

[Forgotten Password](#)

[Forgotten Username](#)

**Step 2** Click on the three-line menu in the top right-hand side of your account.

The screenshot shows a web application interface. At the top right, there is a search bar and social media icons. A navigation menu is open on the left side, listing various options: Subscribe, Docs, News, Announcements, Events, Offers, Requests, Partners, Account, Volunteer, Affiliations, Preferences, Background, Opportunities, and Help Center. The 'Volunteer' and 'Opportunities' items are circled in red, with red arrows pointing to them. Below the menu, there are two tables. The first table has columns for School, Type, and Starts, and contains the text 'No data available in table'. The second table has columns for School, Starts, and Hours, and also contains 'No data available in table'. Below the tables, there is a section titled 'Other School Activities' which is circled in red. This section contains a form for logging hours, with fields for School/location (set to '\*GISD Administration Building'), Date (7/31/2019), Hours, and Comments. A 'LOG HOURS' button is at the bottom of the form. Below the form is another table with columns for Date, Hours, and Comments.

**Step 3** Scroll to the bottom of the screen; add your school, date, hours spent

Circled below, you will see how to add the school in which you volunteered, the date you were on campus, the time you spent, and any additional comments you wish to include about your visit.

**Other School Activities**

Log your hours here if you do not see the event or program in your Matched Opportunities list. Select the school and date you volunteered. Then input your hours and any comments.

School/location:

Date:

Hours:  Enter partial hours in decimal form, eg - 1.5, 2.25, etc

Comments:

Date	Hours	Comments
No data available in table		

First Previous Next Last Show 10 entries