



MENTOR



VOLUNTEER



PARTNER



SUPPORT

# MVPS System: How to Register to become a volunteer in Georgetown ISD with the MVPS (Relatrix) System

Welcome to the new Georgetown ISD Mentor/Volunteer/Partner System (MVPS). We appreciate your interest in serving our students and schools. This is a new system for the 2019-2020 school year, and your registration is required.

**The following instructions are for New Users.** Please follow the steps below to set up your account.

**Step 1** To begin the registration process, go to this page:

<https://www.georgetownisd.org/site/Default.aspx?PageID=16902>

Click on the New Volunteer Button to go to the Relatrix system.

## Mentors & Volunteers

MVPS

▼ Mentor

Mentor Training

Volunteer

+ Partner

Support

## V VOLUNTEER

*Enhancing educational experiences through engagement and shared expertise.*

Thank you for your interest in volunteering on campuses in Georgetown ISD. Through volunteering at one of our schools, you will help enhance educational experiences for our students, enjoy our engaging campus communities, and have meaningful interactions with students and staff during fun events and programs.

Please note that volunteer opportunities are separate from our mentor opportunities. For information about our mentor program, please visit this web page.

We have a list of programs available to volunteers to participate. We have many opportunities for you to volunteer in our schools. The list below is an example. Please select the campuses and programs of interest to you when creating your online profile. You can update your preferences at any time using your secure login.

All adults who wish to volunteer on GISD campuses must first create a profile in our MVPS system\* and complete a criminal background check.



*\*Our MVPS system manages all information regarding mentors, volunteers, partners, and supporters, including background checks, partnership approvals, volunteer information, and more.*

For step-by-step instructions on how to register as a new volunteer in the MVPS system, check out our how-to instruction guide.

**Step 2 Create a Username and Password for your volunteer account by entering them in the provided fields.**

- You can use any Username you wish, unless it's already being used by someone else. We recommend you use your email address for your Username, *however, an email address is not required to register in our system.*
- Your Password must be a minimum of eight characters, using letters and numbers only. Do not use any special characters.
- These are the credentials (Username and Password) you will use to sign-in to your account after you have been approved to volunteer. Write down your username and password for future reference.
- Be sure to mark the box that indicates you are not a robot to proceed with the registration process.
- Click NEXT at the bottom of the page.

The screenshot shows the 'Volunteer Registration' page. At the top, it says 'Account Credentials'. Below that, a welcome message states: 'Welcome to the new Georgetown ISD Mentor/Volunteer/Partner System (MVPS). We appreciate your interest in serving our students and schools. This is a new system for the 2018-2019 school year and your registration is required.' There are two sections: 'NEW USERS:' with instructions to create a Username and Password, and 'EXISTING USERS:' with a link to login. A disclaimer at the bottom states that a criminal background check will be run. The main form area is titled 'Account Credentials' and contains the following fields: 'Username / Email' (with 'Jghn.Doe@email.com' entered), 'Password (8+ Characters)' (with asterisks), and 'Retype Password' (with asterisks). Below these is a checkbox labeled 'I'm not a robot' which is checked. A red arrow points to this checkbox from the text 'Check box to confirm you are not a robot'. To the left of the form, red text says 'Create a Username and Password for your new account and enter them here' with a red bracket pointing to the Username and Password fields.

**Step 3 Provide the following information:**

- Name
- Residence
- Contact Information

### Volunteer Registration

**Contact Details**

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**Name**

First Name :\*  Middle Name :  Last Name :\*

**Residence**

Home Address :\*  City :\*

State  Zip Code :\*

**Email**

Primary Email :  Secondary Email :

**Telephone**

Primary/Home :\*  Secondary/Work :  Mobile :

#### Step 4 Identify your affiliations.

This is your opportunity to tell us more about you.

### Affiliations

Choose all affiliations that apply to you. This will help us better understand who our volunteers are and provide you with more meaningful volunteer opportunities.

**My affiliations are (select at least one):**

Parent/Guardian     
  Business Partner     
  Grandparent/Other family member  
 Community Member     
  GISD Staff member     
  Student  
 Retiree     
  Mentor (training required)

**If you chose Business or Community Partner as an Affiliation, please let us know with whom you work.**

**If you chose Student as an affiliation, select the school you attend from the list below :**

**Step 5 Identify the campuses where you want to volunteer. To select a campus, highlight the name and click Add.**

Choose any additional schools where you wish to volunteer.

Available Schools		Selected Schools
*GISD Administration Building Benold Middle School East View High School Forbes Middle School Ford Elementary Frost Elementary GISD	<input type="button" value="Add"/> <input type="button" value="Remove"/>	Carver Elementary Cooper Elementary Mitchell Elementary Purl Elementary Village Elementary

**Step 6 Identify the activities you want to be involved in as a volunteer. Select any activities of interest to you, highlight the name and click Add.**

Activity Types

Choose the type of activities you are interested in as a volunteer.

Available		Selected
Field Day Field Trips Front office volunteer GISD STEM Fair Guest Speaker	<input type="button" value="Add"/> <input type="button" value="Remove"/>	

**Step 7 Optional - If you have children who attend GISD schools, you may include their names.**

**Students**

If you are a parent and have children in our school(s), please include their first and last names.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	

**Step 8 Optional - If you want to include other information about yourself, you may list it under "Other Details."**

**Other Details**

What other details will help us match you to the right volunteer opportunities? Include any business, technical or language skills. If you are a parent or family member of a student in our school, please add their name(s).

**Step 9 Provide the following information:**

- Date of Birth
- Gender
- Previous names (aliases, maiden names, etc.)

**Background Details and Disclosures**

The following information will be used to perform a criminal background check before you can be approved to volunteer in our schools. If you are unwilling to allow us to run a background check click CANCEL to terminate this registration process.

**Date of Birth**

MM / DD / YYYY

**Gender**

Male  Female

**Previous Names**

Include any aliases, maiden or previously married name. Type First and Last name, one per line.

**Step 10 Read over and agree to the GISD Disclosures and Guidelines.**

**Disclosures**

I understand that as a volunteer I am not an employee of, and therefore am not compensated or entitled to Workers' Compensation benefits.

I acknowledge that GISD is not liable for any personal injury that occurs during my volunteer time at any facility.

I acknowledge all information I provided as part of this registration is accurate and complete and if such information is found to be inaccurate or incomplete, GISD may not approve me to volunteer.

I understand and agree by completing this volunteer registration may conduct any background check that the district deems necessary or appropriate.

I Agree

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I have read the guidelines related to volunteering in GISD and agree to abide by them at all times.

**GISD Volunteer and Mentor Guidelines**

I Agree

**Step 11** Click NEXT to complete the process.

## **Step 12** Automatic Email Notification

**If you are approved, you will receive an automatic email informing you of your status. If you registered as a VOLUNTEER, then may IGNORE the Mentor Agreement and Mentor Application Details section of this email.e**



##UserFirstName## ##UserLastName##,

Thank you for registering as a volunteer or mentor with ##AppName## and for your interest and commitment to helping our students and schools with your time.



**Your background check has been processed and you are cleared to volunteer or mentor in our schools.** Your name will be added to the list of approved volunteers/mentors at each of the schools you chose during registration.

Please note that volunteer or mentor clearance is valid ONLY for the current school year. You will receive an email notification each summer that will allow you to opt out of our volunteer/mentor system for the upcoming school year. If you choose not to opt out, a new background check will be processed and you will be notified of your status for the next school year.



If you indicated that you would like to be a mentor, please sign our [Mentor Agreement](#) form and fill out our [Mentor Application Details](#) form so we can learn more about you.

The district may send emails to you about opportunities through the MVPS system using the domain [ezcommunicator.com](#).

Additionally, you can log in to our [MVPS](#) system any time to select opportunities of interest to you.

Thank you again for registering and we look forward to seeing you on-campus during the school year.

Sincerely,

Communications and Community Engagement  
Georgetown ISD  
512-943-5000

