

Good Afternoon,

Thank you for completing a Volunteer application for the 2016-17 school year. The Issaquah School District requires that volunteers update their application information annually. If you are interested in volunteering during the 2017-18 school year please follow these steps:

1. Go to <https://issaquahvolunteers.hrplus.net/>
2. Use the "Login" or "Update Application" buttons to access your existing application. *Do not create a new account*, you are only required to update your existing account.  
NOTE: If you have forgotten your password click "Login", then click the "Send Password" button. If you have issues accessing your account please e-mail [volunteers@issaquah.wednet.edu](mailto:volunteers@issaquah.wednet.edu) for assistance.
3. Click on the "My Profile" tab on the main menu
  1. Please review and update your Personal Information (i.e. name/e-mail).
  2. Click on the green "NEXT" arrow to be taken to the "Contact Info" page. Please review and update your address and phone number if needed.
  3. Click on the green "NEXT" arrow to be taken to the Disclosure page. Please review the information and update as needed. At the end of the page enter the current date and click "Save My Disclosure".
4. Click on the "My Checklist" tab on the main menu and complete the following activities by clicking the links:
  1. **Volunteer Orientation 2017-18:**
    - Follow the orientation link. Read the presentation thoroughly then return to the volunteer portal. Affirm that you have viewed the orientation and click "Save Addendum". You will be taken back to your checklist.
  2. **My Uploads:**
    - Click the file you previously uploaded. If your driver's license has expired, upload a new copy of your driver's license.
  3. **Volunteer Preferences:**
    - Please review the Location Preferences section. Update your desired locations making sure to include all buildings/programs you are interested in volunteering for.
  4. **2017-18 Update Information:**
    - Confirm that you've completed the items listed above, then click "Save".

Once you have completed the checklist items your application status should change from "Incomplete" to "Complete". We will review your updated information to determine your eligibility to volunteer for the 2017-18 school year. If approved, you will receive an email. Please allow up to two weeks for processing. If you have questions please e-mail [volunteers@issaquah.wednet.edu](mailto:volunteers@issaquah.wednet.edu) for assistance.

Kind regards,

