

Volunteer Tracking System Instructions

For all Certified Volunteers of Arizona Cooperative Extension Programs

1. Go to: <https://cals.arizona.edu/exact/volunteer/>
2. Enter first time user information:
 - a. Volunteer ID: acevol@cals.arizona.edu
 - b. Passphrase: UNeed2ChangeIt!

Home

Please enter your Volunteer ID and Passphrase:

Volunteer ID:

Passphrase:

[Forgotten Passphrase?](#)

Arizona Cooperative Extension Volunteer Links:

- [4-H Youth Development Volunteers](#)
- [Bone Builders Volunteers](#)
- [Master Consumer Advisors](#)
- [Arizona Master Gardeners](#)
- [Arizona Master Herbalists](#)
- [Master Watershed Steward Volunteers](#)

3. Go to: [My Info](#) to create your Volunteer ID and Passphrase, and enter your first and last names. Follow the directions to create a strong passphrase, then click the **'Save My Login'** button.

Home | My Info

My Login

All fields required

Volunteer ID:

Please enter your Email address for your Volunteer ID

Passphrase:

Confirm Passphrase:

Passphrase must be 10 - 20 characters in length, and must contain one or more of uppercase letters, lowercase letters, numerals, and symbols.

Passphrase Information

First Name:

Last Name:

- After you create a Volunteer ID and Passphrase, you will enter your personal information. When your information is complete, **make sure you check the box at the bottom of the page above the 'Save My Information' button** – this changes your status to **Active** and allows you to begin entering hours. You do not have to complete your information all at the same time; however, your registration is not active until you do the above.

- To confirm that you are now an active volunteer, your status at the top right of the My Info page will change from **P (Pending)** to **A (Active)**. An email will be sent to your program coordinator, informing him/her that you are now registered as a volunteer in one or more programs.
- Go to: My Volunteer Hours to enter recent volunteer hours. Please enter hours at least once per month, if not more frequently, so you don't forget! We want to know about what great work you're doing!
- Go to: My Continuing Education/Training Hours to enter recent events attended to further your program knowledge and skills. Please enter hours at least once per month, if not more frequently, so you don't forget! We want to know what you're interested in and how your new knowledge can help your program!
- Don't forget to Log Out (on the Home page) when you are done updating information or entering hours!

If you have any questions or suggestions about the Volunteer Tracking System, please send an email to: acevol@cals.arizona.edu.

If you have specific questions about your volunteer program (i.e. 4-H, MWS, etc.), please contact your local Extension Agent or Program Coordinator.