



## A Guide to VicNet for Ramsey County Volunteers

VicNet provides a web based remote access to your volunteer record. Through VicNet you can—

- View and manage your volunteer schedule
- Keep your personal information up-to-date
- Post your hours
- Check your service records, and print your own service reports
- \*Sign-up for vacant schedule openings
- \*Print your schedule

### Finding your way to VicNet:

1. Open your Internet at home or anywhere.
2. Go to the Ramsey County website page ([www.co.ramsey.mn.us](http://www.co.ramsey.mn.us)).
3. Hover over Job Opportunities on the navigation bar on the left side of your screen. A fly out menu will appear, slide down and click on Volunteer & Internships.

\*Limited availability, consult with Volunteer Services Staff.

Ramsey County Online Home - Windows Internet Explorer  
http://www.co.ramsey.mn.us/home/index.htm

RAMSEY COUNTY

Home | Site Map | Contact Us

Search

Other Subjects

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### Welcome to Ramsey County, Minnesota

#### Roseville Library earns LEED Gold

Ramsey County's Roseville Library, the busiest in the state, has been awarded LEED Gold certification for its 2010 expansion and renovation project. The award was presented to the Ramsey County Board of Commissioners on Tuesday.

Accepting the award for the board were Commissioner Rafael Ortega, chair of the Facilities Committee, and Commissioner Jan Parker, liaison to the County Libraries' Board of Trustees.

The library project was featured in "The Year in Architecture 2010: Where Inside and Outside Meet" in the Dec. 15, 2010, issue of Library Journal and will be featured in the February edition of Metropolis Magazine for winning the Smart Environments Awards by Metropolis and the International Interior Design Association.

Since the expanded library reopened in July:

- Circulation has increased by 14 percent over the same period in 2008.
- Patron visits have increased by an estimated 15 percent.
- Reference statistics are 33 percent higher.
- Library card registrations have increased by 60 percent.

"The project was not only a great 'green building' success," said Parker, "but it also has resulted in lower operating costs. This long-term, sustainable investment will reduce costs to taxpayers and provide them with a state-of-the-art facility that they can be proud of."

Suburban City Links

On Volunteer & Internships page, click on [Volunteer Opportunities](#).



On Volunteer Opportunities page, click on, "[Current Volunteers & Coordinators Login](#)"



Now you are at the VicNet log in web page:

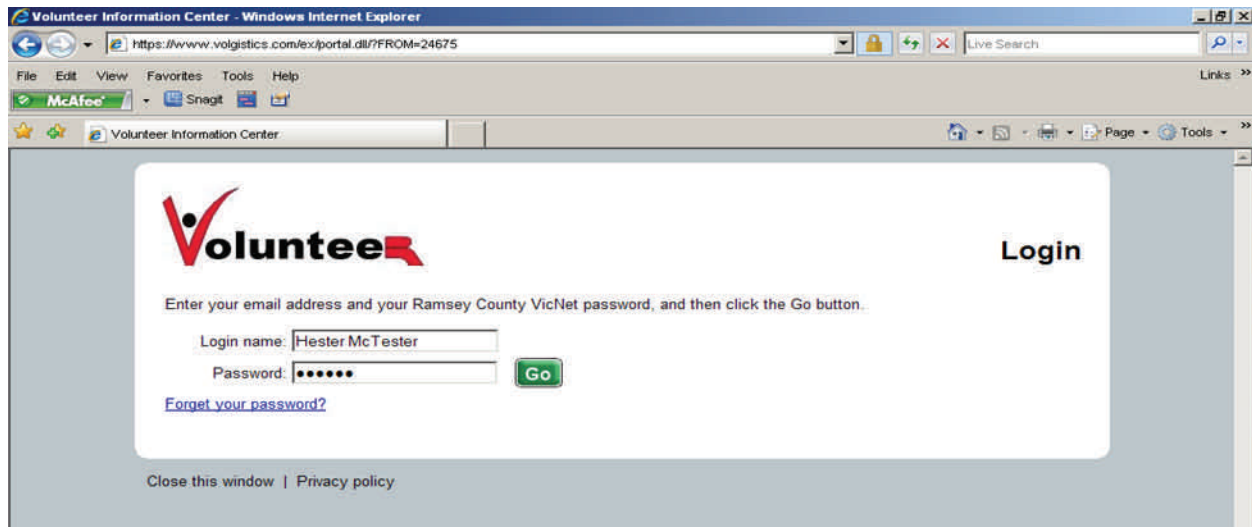
<https://www.volgistics.com/ex/portal.dll?FROM=24675>

**HINT:** Save this webpage as one of your “favorites” so you can easily get back to it.

### To log in:

Your log in name is the email address you provided to Volunteer Services.

Your password is your volunteer PIN number, that will be emailed to you by Volunteer Services.



### TAB TOUR:

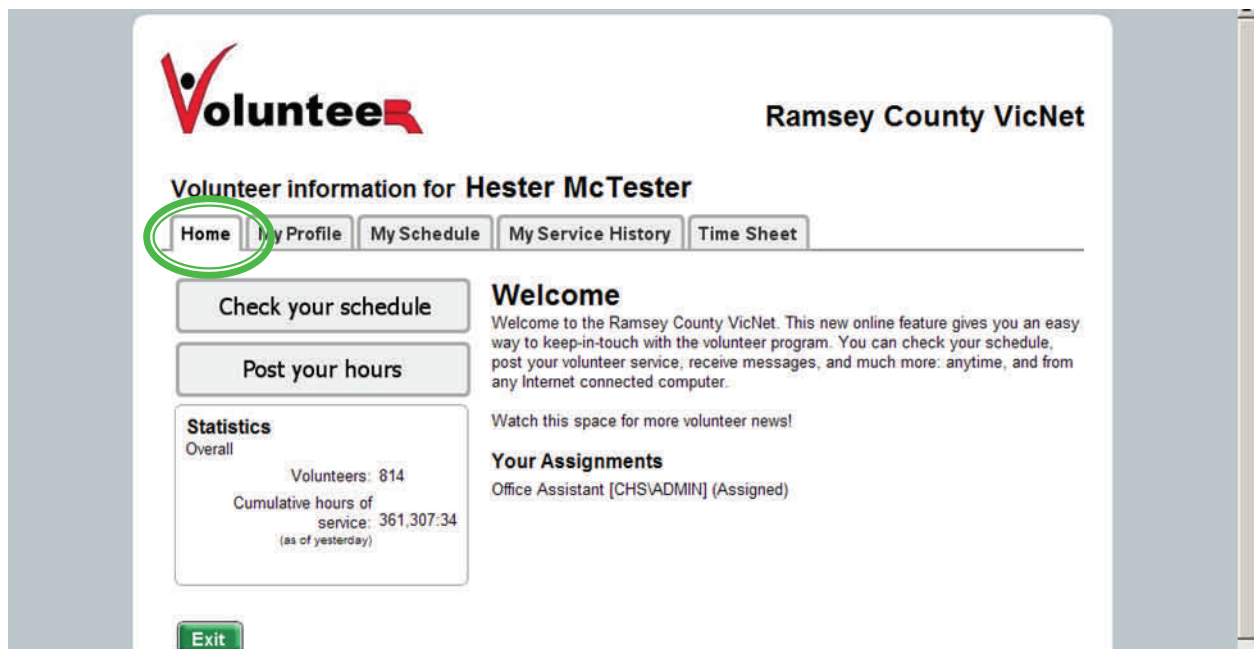
Click on the tabs with your mouse to move from screen to screen in VicNet

Click on  to end the session.

### Home

News of general interest to all volunteers

Quick access to the Volunteer Information Center features



## My Profile

The My Profile tab contains the information currently on file in your record including address, phone number, email address and emergency contacts.

You can update information in your own volunteer record. Make changes as needed and

**Save**

**Volunteer** Ramsey County VicNet

Volunteer information for **Hester McTester**

Home **My Profile** My Schedule My Service History Time Sheet

**Instructions**  
The following information is currently on file in your volunteer record. To update your records, enter your new information in the spaces provided. Click any of the "Save" buttons to save your changes or additions.

**Contact Information**

First name:  \*

Last name:  \*

Street 1:  \*

Street 2:

City:  \*

State:  \* Zip:  \*

Home phone:

Work phone:

Cell phone:

Email address:

**We need your help keeping your profile current.**  
Please review your profile regularly and keep it up-to-date.

## My Schedule

The department/program to which you are assigned, may or may not use the on line schedule. Please consult with Volunteer Services staff to confirm the use of this feature.

Volunteer information for **Hester McTester**

Home My Profile **My Schedule** My Service History Time Sheet

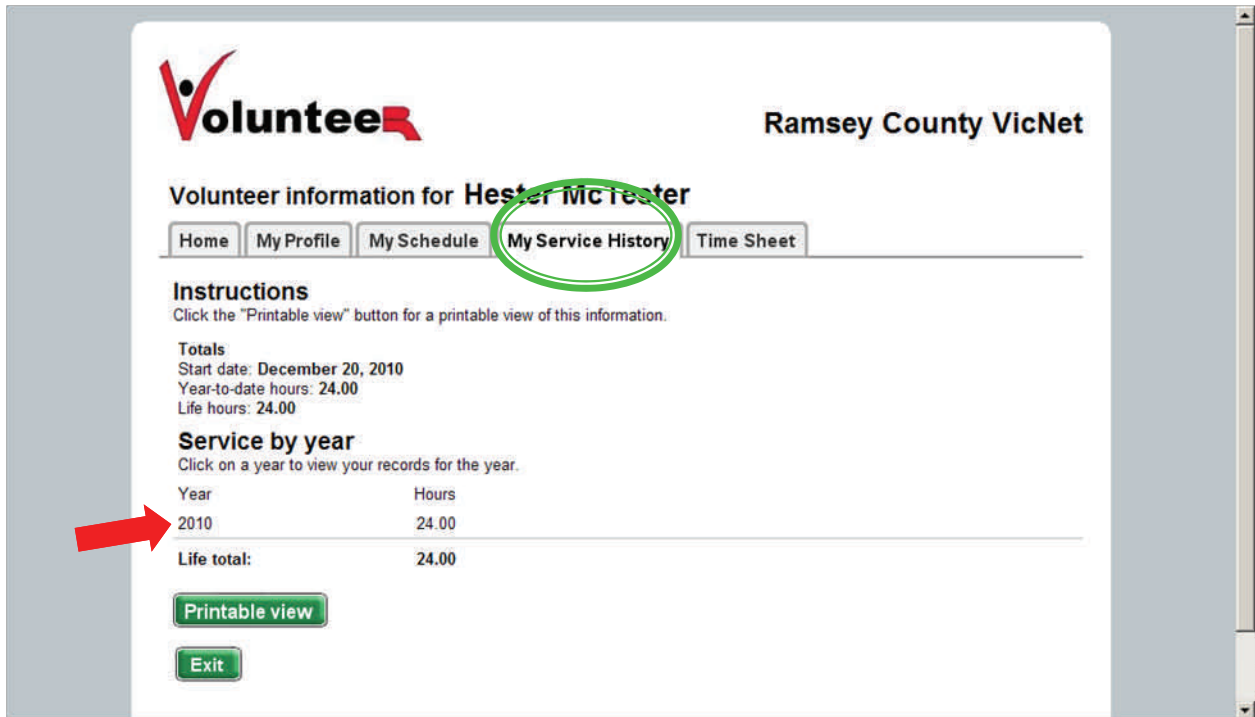
**Instructions**  
Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your schedule click the "Printable view" button.

**February 2011**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

## My Service History

All volunteers can view their service history on the My Service History tab. Service hours are summarized by calendar year. Details are available by clicking on a specific year. Hover the cursor over the year and click to view details.



**Volunteer** Ramsey County VicNet

Volunteer information for **Hester McTester**

Home My Profile My Schedule **My Service History** Time Sheet

**Instructions**  
Click the "Printable view" button for a printable view of this information.

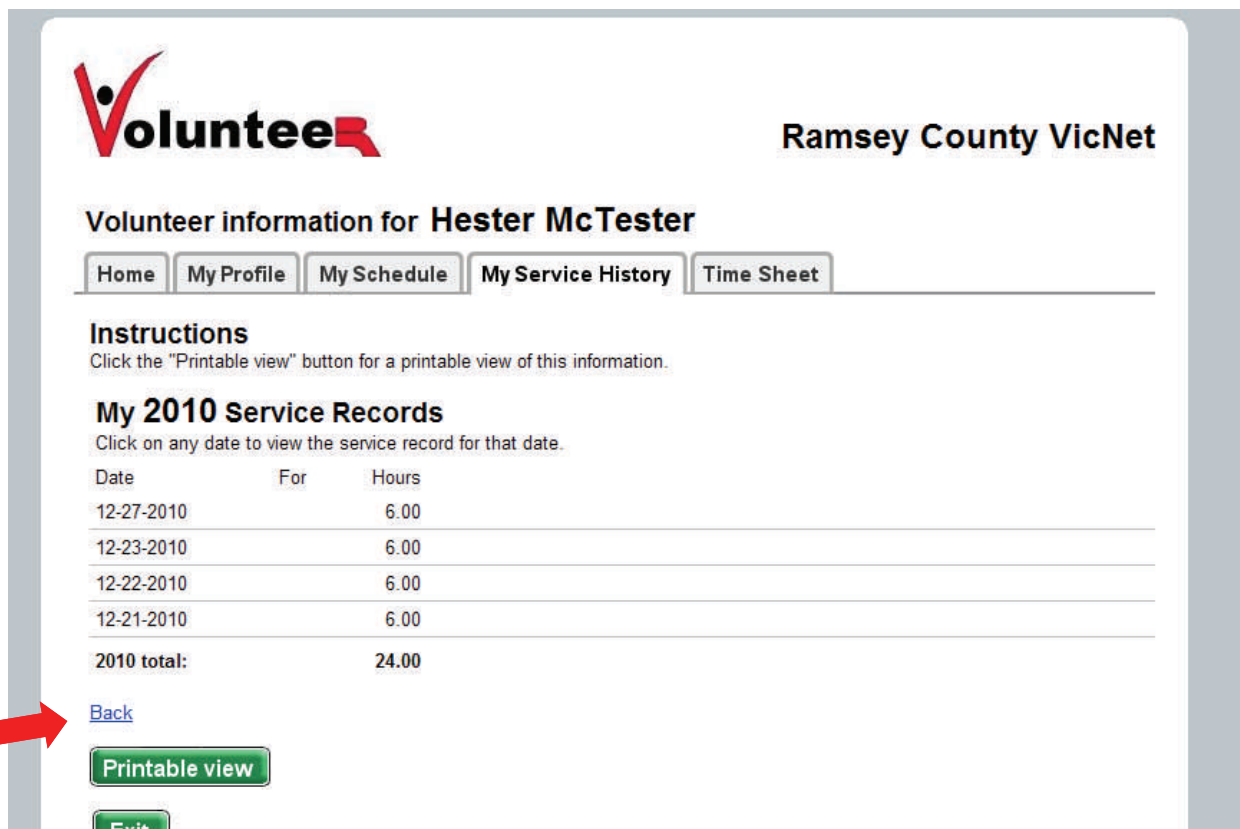
**Totals**  
Start date: December 20, 2010  
Year-to-date hours: 24.00  
Life hours: 24.00

**Service by year**  
Click on a year to view your records for the year.

Year	Hours
2010	24.00
<b>Life total:</b>	<b>24.00</b>

Printable view  
Exit

**Hint:** When viewing the service details, use the [Back](#) link to return to the summary.



**Volunteer** Ramsey County VicNet

Volunteer information for **Hester McTester**

Home My Profile My Schedule **My Service History** Time Sheet

**Instructions**  
Click the "Printable view" button for a printable view of this information.

**My 2010 Service Records**  
Click on any date to view the service record for that date.

Date	For	Hours
12-27-2010		6.00
12-23-2010		6.00
12-22-2010		6.00
12-21-2010		6.00
<b>2010 total:</b>		<b>24.00</b>

[Back](#)  
Printable view  
Exit

## Time Sheet

The Time Sheet feature in the Volunteer Information Center is an alternative to using paper forms. If you have a question about submitting time sheets contact Volunteer Services staff. It is easy to submit your time sheet electronically. Simply click on the **Time Sheet** tab and follow the instructions.

**Volunteer** Ramsey County VicNet

Volunteer information for **Hester McTester**

Home My Profile My Schedule My Service History **Time Sheet**

**Instructions**  
To post your hours, enter your service information in the Time Sheet box and then click the "Continue" button.

**Time Sheet**

November 2010

S	M	T	W	T	F	S
14	15	16	17	18	19	20
C	C	C	C	C	C	C

1. Select the date from the calendar

What was the date of your service?

18 19 20 21 22 23 24  
25 26 27 28 29 30 31

August 2010

S M T W T F S  
1 2 3 4 5 6 7

3. Select your assignment for this date from the drop down list:

Which assignment did you serve in?

Choose one

Choose one

Database Conversion [Park & Recreation\Volunteer Services]

Special Mailings [Park & Recreation\Recreation]

Continue

**NOTE:** It is important that you select the correct assignment from the list. Accurate reporting of volunteer hours helps Volunteer Services manage the programs most efficiently. Click on the **Continue** button.

**Community Human Services (CHS) Volunteers:** Please see page 7 for instructions as to how to claim reimbursements for parking, mileage and meals.

2. Enter the start and end times you worked:

What times did you serve?

9:30 a until 1:00 p

4. You will receive a confirmation screen:

**Please confirm your entry:**

You served on: Friday, August 27, 2010

From: 9:30 am until 1:00 pm

Assignment: Database Conversion [Park & Recreation\Volunteer Services]

**Is this correct?**

Yes Click Yes to save this entry

No Click No if you want to make a change

5. At this point you can post another service entry, move to a different tab, or Exit.

**Posted**

Thank you for serving! Your service entry has been recorded. If you need to make another entry now, click "Another."

Another

**This is the end of the Tab Tour.** If you have questions contact [Volunteer@co.ramsey.mn.us](mailto:Volunteer@co.ramsey.mn.us).