



Johnston County Schools Online Volunteer System

In an effort to better serve our community, and make more efficient use of our resources, our volunteer approval system is now online. **In order to be able to serve as a volunteer beginning July 1, 2011, you must have an online account.** You can accomplish this in one of two ways:

1. If you have never been approved as a volunteer with Johnston County Schools, go to www.jcsvolunteers.com, and click the "New Volunteer" link. You will be asked to read the school system's policies on volunteering, and then complete an approval request to be reviewed by the school system.
2. If you are already on the list of approved volunteers for Johnston County Schools, just log in on the volunteer web page using the directions below. **Failure to establish an online account will make you ineligible to act as a volunteer beginning July 1, 2011.**

In order to establish your online account, you will need to log in on the volunteers web site using the following steps:

1. Go to **www.jcsvolunteers.com**
2. In the "Login" box, type your first initial, last name, and the last four digits of your social security number with no spaces between. For example, John Doe with last four digits of SS# 5678 would type `jdoe5678` in the login box.
3. For the password, type your date of birth in the format of 00/00/0000. If John Doe was born March 1, 1980, his password would be 03/01/1980.
4. Once you have logged in, you may change your username and/or password if you wish.
5. You will need to add an e-mail address. This address will be used in case you forget your password, and to notify you of any changes in your volunteer status.
6. At the bottom of the page, click the "Save" button

*Please note that volunteers approved prior to 2007 may not have been required to provide birthdates and/or social security numbers. Those individuals will need to contact the school system to establish your account. Please call Jane Sawyer at 919 934-6032 ext. 307

Once you have logged in and added your e-mail, you can log back in at any time to change schools at which you may volunteer, log your volunteer hours, change contact information, etc.

Thank you for your cooperation in this process.

For questions, contact Jane Sawyer at 919 934-6032 ext. 307