

# How-To: Volunteer Request

## 1. Introduction

The volunteer sign-up process has changed starting on November 17, 2025.

These are some considerations that you should note:

1. If the candidate is a faculty volunteer conducting faculty or teaching assignments, please contact APS before requesting a volunteer assignment.
2. Please review the [policy](#) and the Volunteer process to confirm that a volunteer is needed for the assignment.
3. It will take a minimum of two weeks to process a person as a volunteer. Some assignments will take longer based on background check requirements.
4. Volunteers must be fully approved prior to beginning their assignment.
5. If the volunteer is under the age of 18, they may participate in Youth Sports Programs under the supervision of an adult with the appropriate background check.

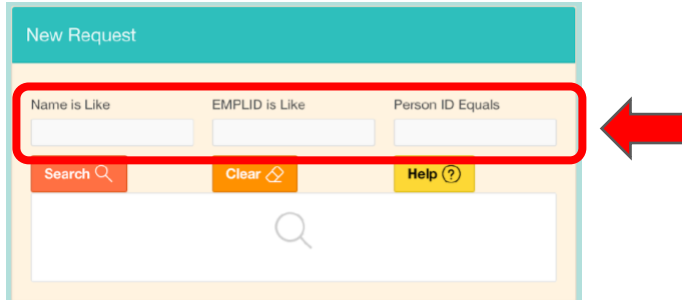
## 2. Log In to the New Volunteer Request Form

1. Open the form by going to the following address: <https://hsu.link/volunteerform>
2. You may be prompted to log in. Use your Humboldt username and passwords to log in.
3. The Volunteer Requests – Request Inquiry will open.

The screenshot displays the 'Volunteer Requests - Request Inquiry' web application. The interface is divided into two main panels. The left panel, titled 'New Request', contains search filters for 'Name is Like', 'EMPLID is Like', and 'Person ID Equals', along with 'Search', 'Clear', and 'Help' buttons. The right panel, titled 'My Requests', shows a user profile for 'User: AC3599' and buttons for 'My Approvals', 'Help', 'Bulk Process', and 'Import'. Below these are fields for 'Status' (set to 'OPEN') and 'Name is Like', with a 'Refresh' button. At the bottom, a table with columns: ID, Person ID, Emplid, Name, Job Title, Status, Deptid, Requester, Creation Dt, Start Date, End Date, Info, and Action, is shown. The table currently displays 'No data found'.

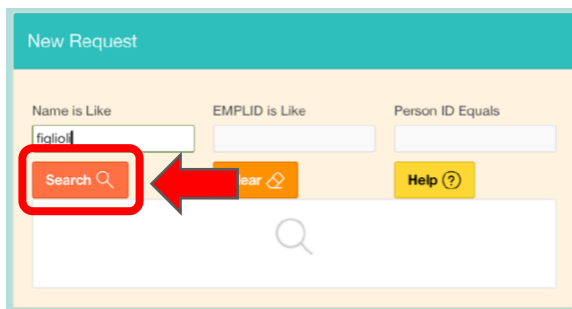
### 3. Start a New Request

1. To start a new request, type the volunteer's appropriate information in one of the **Name is like**, **EMPLID is Like** or **Person ID Equals** fields in the **New Request box** on the left-hand side.



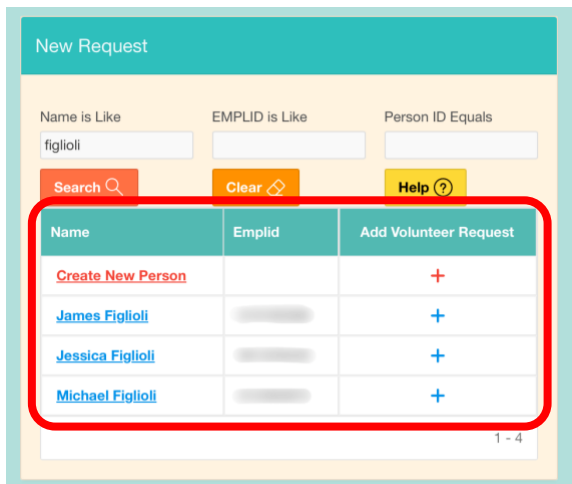
The screenshot shows the 'New Request' form. At the top, there's a teal header with the text 'New Request'. Below it, there are three input fields: 'Name is Like', 'EMPLID is Like', and 'Person ID Equals'. These fields are grouped together and highlighted by a red rectangular box. To the right of this box, a red arrow points towards it. Below the input fields, there are three buttons: 'Search' (orange with a magnifying glass icon), 'Clear' (orange with a trash can icon), and 'Help' (yellow with a question mark icon). Below the buttons is a large white area with a magnifying glass icon, intended for displaying search results.

2. Click the **Search** button.



This screenshot shows the 'New Request' form after the 'Search' button has been clicked. The 'Name is Like' field now contains the text 'figlioli'. The 'Search' button, which is orange with a magnifying glass icon, is highlighted by a red rectangular box. A red arrow points to this button. The 'Clear' and 'Help' buttons remain visible below the search fields. The large white area below the buttons is still empty, indicating that the search results are being loaded.

3. A list of people matching the search criteria will appear in the white area below the buttons. Be patient, as the list will take a few seconds to appear.



This screenshot shows the 'New Request' form with search results displayed in the white area below the buttons. The 'Name is Like' field still contains 'figlioli'. The search results are presented in a table with three columns: 'Name', 'Emplid', and 'Add Volunteer Request'. The table is highlighted by a red rectangular box. The results show four entries: 'Create New Person' (with a red plus icon), 'James Figlioli' (with a blue plus icon), 'Jessica Figlioli' (with a blue plus icon), and 'Michael Figlioli' (with a blue plus icon). The 'Emplid' column contains blurred text. At the bottom right of the table, it says '1 - 4'.

Name	Emplid	Add Volunteer Request
<a href="#">Create New Person</a>		+
<a href="#">James Figlioli</a>		+
<a href="#">Jessica Figlioli</a>		+
<a href="#">Michael Figlioli</a>		+

- If there is more than one match, or if you want to be sure that you are selecting the right person, you can click the person's name. Otherwise, skip to Step 3.6

**New Request**

Name is Like:  EMPLID is Like:  Person ID Equals:

[Search](#) [Clear](#) [Help ?](#)

Name	Emplid	Add Volunteer Request
<a href="#">Create New Person</a>		+
<a href="#">James Figlioli</a>		+
<a href="#">Jessica Figlioli</a>		+
<a href="#">Michael Figlioli</a>		+

1 - 4

- The **Person Information** pop-up window will open showing the person's information. To close the window, click the **X** on the top-right corner of the pop-up window.

**Volunteer Requests - Request Inquiry**

**Person Information**

Person ID:  First Name:  Last Name:  Middle Name:

Local ID:  Email:  Phone:  Extension:

1 - 4

- To add the volunteer request, click the **+** (plus) button in the Add Appointment Request column.

**New Request**

Name is Like:  EMPLID is Like:  Person ID Equals:

[Search](#) [Clear](#) [Help ?](#)

Name	Emplid	Add Volunteer Request
<a href="#">Create New Person</a>		+
<a href="#">James Figlioli</a>		+
<a href="#">Jessica Figlioli</a>		+
<a href="#">Michael Figlioli</a>		+

1 - 4

7. The **Volunteer Requests – Request Maintenance** window will open with the person’s information pre-filled.

8. First, select the Appointment Type by clicking the **Appointment Type** drop-down menu. There are two options: Volunteer, which is for any staff appointment and is selected by default; and Faculty Volunteer, for any person volunteering in a faculty appointment.

9. Note that when you select one of these options, the Approvals section will change accordingly. The Volunteer option will only need one Approval, from the Manager if the Volunteer is not in an Academic Department;

Approval	Name
Manager	

If the Volunteer is in an Academic Department (selected in step 3.10) or the Faculty Volunteer type is selected, this will require two approvals, one from the Department Chair and the other from the Manager

Approval	Name
Department Chair	
Manager	

10. Select the Department where the person is going to be volunteering by clicking the Department drop-down menu and selecting the appropriate option.

Department \*

ABUSE PREVENTION/AOD EDUC (D40002)  
ACAD AFFAIRS - PROVOST & VP (D20001)  
ACAD SUPP-COMM SVC LEARN (D40049)  
ACADEMIC PERSONNEL SERVICES (D20003)  
ACADEMIC PROGRAMS (D20012)  
ACADEMIC TECHNOLOGY (D20097)  
ACCESSIBLE TECHNOLOGY (D20175)  
ACCOUNTING (D30002)  
ACCOUNTS PAYABLE (D30003)  
ACCREDITATION (D20108)  
**ADMIN & FINANCE VP (D30001)**  
ADMIN AFFAIRS DIVISION-WIDE (D30004)  
ADMINISTRATIVE INFO SERVICES (D30009)

11. Select the date that the person will begin to volunteer by selecting clicking the calendar icon to the right of the **Start Date** field. This will open a calendar; find the appropriate date and click it. By default the date is set to 2 weeks from the current date, but you can change it to any date after the current date.

Start Date \*

10-13-2025

Start Date \*

10-13-2025

October 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	<b>13</b>	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

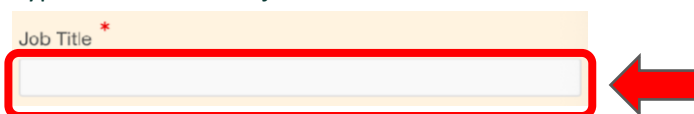
Today

- Your chosen start date may change based on HR's ability to process the appointment.
  - If the appointment is not completed by your chosen start date, then two weeks will be added to the start date
  - If the appointment is completed prior to the additional two weeks, then the appointment start date will be the date of completion
12. The Expiration Date will default to a year from the established Start Date. You can leave as is, or change it to a closer date. To change the date, follow the same procedure as the previous field. **Be aware that appointments are not approved for more than a year.**

Expiration Date \*

10-31-2026

13. Type the volunteer's job title in the **Job Title** field.



A screenshot of a form with a label "Job Title" followed by a red asterisk. Below the label is a text input field. A red rectangular box is drawn around the input field, and a red arrow points from the right towards the box.

14. Type a description of the duties that the volunteer will be performing in the **Job Summary** field. The appointment summary must include enough information about the job duties for HR to evaluate the work being performed. HR may not approve appointments without sufficient appointment descriptions.



A screenshot of a form with a label "Job Summary" followed by a red asterisk. Below the label is a large text area. A red rectangular box is drawn around the text area, and a red arrow points from the right towards the box.

15. Select the appropriate duty categories on each of the option buttons. This is very important because if you forget to select an option, the whole process will get delayed.



A screenshot of a form showing several groups of "Yes/No" buttons. The groups are: "Drive for University", "Travel for University", "Will Work with Minors", "Care of People", "Academic Credit", "Active CPH Staff", "Active CPH Student", "Active CPH Faculty", "Access to Level 1 Data", and "Sensitive Per HR2017-17". A red rectangular box is drawn around all these button groups.

16. In the **Approval** box, you need to select the approver or approvers. In this example, we selected the Faculty Volunteer appointment type, so there are two approvers that need to be selected. To do so, double-click the **Name** field in the first row.



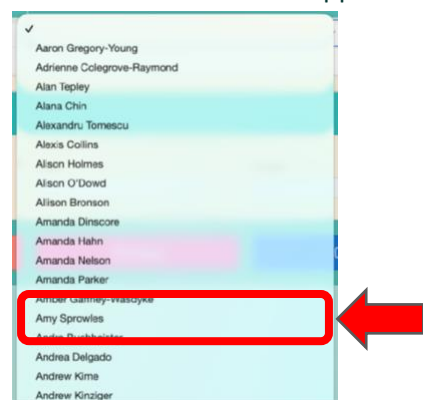
A screenshot of a form with a section titled "Approval". It contains a table with two columns: "Approval" and "Name". The "Approval" column has two rows: "Department Chair" and "Manager". The "Name" column has two empty text input fields. A red rectangular box is drawn around the first "Name" input field, and a red arrow points from the right towards the box.

17. A little arrow will appear in the field. Click it to open the drop-down menu.



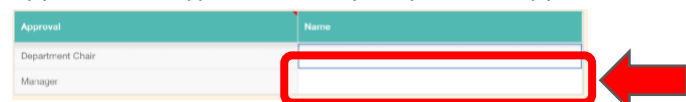
A screenshot of a form with a section titled "Approval". It contains a table with two columns: "Approval" and "Name". The "Approval" column has two rows: "Department Chair" and "Manager". The "Name" column has two text input fields. A red rectangular box is drawn around the first "Name" input field, and a red arrow points from the right towards the box.

18. A list of all the MPPs will appear. Select the appropriate person from the list.



A screenshot of a list of names (MPPs) in a scrollable area. The names are: Aaron Gregory-Young, Adrienne Colegrove-Raymond, Alan Tepley, Alana Chin, Alexandru Tomescu, Alexis Collins, Alison Holmes, Alison O'Dowd, Alison Bronson, Amanda Dinscore, Amanda Hahn, Amanda Nelson, Amanda Parker, Amy Sprowles, Andrea Delgado, Andrew Kime, and Andrew Kinzinger. A red rectangular box is drawn around the name "Amy Sprowles", and a red arrow points from the right towards the box.

19. Follow the same procedure to select the second approver. Remember that if you selected the Volunteer appointment type, there may only be one approver.

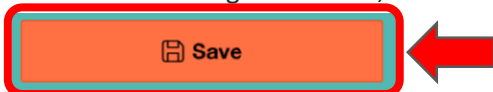


A screenshot of a form with a section titled "Approval". It contains a table with two columns: "Approval" and "Name". The "Approval" column has two rows: "Department Chair" and "Manager". The "Name" column has two empty text input fields. A red rectangular box is drawn around the first "Name" input field, and a red arrow points from the right towards the box.

20. The Account, Fund and Department ID will display the values based on the department that you selected before. You can select other options if you need to. You must have at least the Account and Fund.

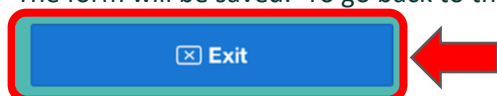
Account: 660003 Fund: HM500 Dept ID: D30010 Program: Class: Project:

21. If you are unsure about any of the information or you have incomplete data, you can save the form without submitting it. To do so, click the **Save** button.

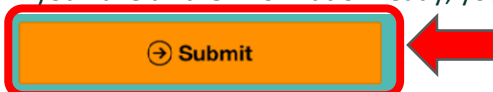


When you are ready, you can open the request again and submit it. You will learn how to do this in Step 5.

- a. The form will be saved. To go back to the home page, click the **Exit** button.



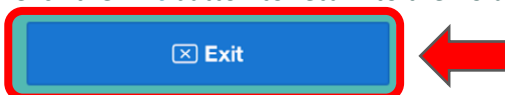
22. If you have all the information ready, you can simply submit it by clicking the **Submit** button.



23. The Request status will change to **Submitted** and a message will appear reading **Submit was Successful**

Request Data  
Volunteer ID: 341  
Appointment Type: Faculty Volunteer  
Request Status: Submitted  
Submit was Successful

24. Click the **Exit** button to return to the Volunteer Requests – Request Inquiry home page.



25. You'll be back on the home page where you can see the new submission in the **My Requests** block.

**New Request**

Name is Like: figlioli EMPLID is Like: Person ID Equals: **Search** **Clear** **Help**

Name	Emplid	Add Volunteer Request
<a href="#">Create New Person</a>		+
<a href="#">James Figlioli</a>		+
<a href="#">Jessica Figlioli</a>		+
<a href="#">Michael Figlioli</a>		+

1 - 4

**My Requests**

**My Approvals** **Help** User: AC3599

<Optional Bulk Comments> **Bulk Process** **Import**

Status: OPEN Name is Like: **Refresh**

ID	Person ID	Emplid	Name	Job Title	Status	Deptid	Requester	Creation C	Start Date	End Date	Info	Action
			Micha...	Test fo...	Inform...	D30010	Alfredo...	10-13...	11-14...	11-14...	i	
			Alfred...	test	Inform...	D30010	Alfredo...	11-13...	11-27...	11-27...	i	
			Josep...	TEST	Accep...	D30010	Alfredo...	11-13...	11-27...	11-27...	i	

## 4. Reviewing the Submission Status

1. In the **My Requests** block you will now see the request that you saved, as well as any that you have submitted before.

The screenshot shows the 'My Requests' interface. On the left is a 'New Request' sidebar with search filters (Name, EMPLID, Person ID), a search button, and a table of existing requests. The main area shows a 'My Approvals' button, a 'Help' button, and a 'Bulk Process' button. Below these is a table of requests with columns: ID, Person ID, Emplid, Name, Job Title, Status, Deptid, Requester, Creation C, Start Date, End Date, Info, and Action. The table contains three rows of data.

ID	Person ID	Emplid	Name	Job Title	Status	Deptid	Requester	Creation C	Start Date	End Date	Info	Action
			Micha...	Test fo...	Inform...	D30010	Alfredo...	10-13...	11-14...	11-14...	i	
			Alfred...	test	Inform...	D30010	Alfredo...	11-13...	11-27...	11-27...	i	
			Josep...	TEST	Accep...	D30010	Alfredo...	11-13...	11-27...	11-27...	i	

- a. You can access important information from this view. First, you can review the volunteer's personal information by clicking the Name link. This will open a pop-up window. When you are done, click the X button on the top-right corner to close it.

The screenshot shows a 'Person Information' pop-up window. It has a close button (X) in the top right corner. The window displays personal information for a person named Michael Figlioli, including their EMPLID, Phone Type (Cell), and Email.

Person ID	First Name	Last Name	Middle Name
	Michael	Figlioli	J
Empl ID	Phone Type	Phone	Extension
	Cell		
Opn ID	Email		

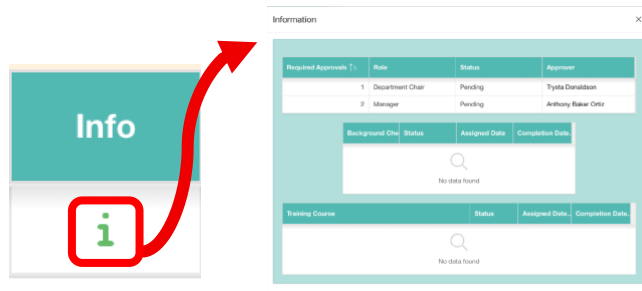
- b. The status column shows where in the process the form is at the moment. Clicking the Status link will open another pop-up window that explains the different statuses that the form will go through. At the top it shows where the form is in the process and what the next process will be. In this case, the form is set as New, and the next step is Submitted. You can close the pop-up window in the same way as the other pop-up windows.

The screenshot shows a 'Status Progress' pop-up window. It displays a flowchart of the request process: New → Submitted → Info → App → Ver → Maint → Proc → Train → Comp. Below the flowchart is a table of statuses and their short names.

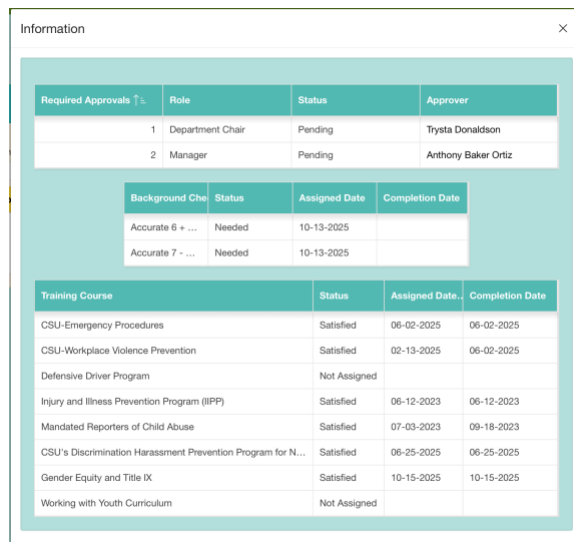
Code	Short Name
New	New
Submitted	Sub
Information	Info
Accepted	Acc
Approved	App
Verification	Ver
Maint Requirements	Maint
Does Not Meet Requirements	N/A
Processed	Proc
Trained	Train
Completed	Comp
Active	N/A
Renew	N/A
Hold	N/A
Closed	N/A



- c. By clicking the **i** button in the Info column, a pop-up window will open with a quick view of detailed information about the form's status. Close the pop-up window as usual.

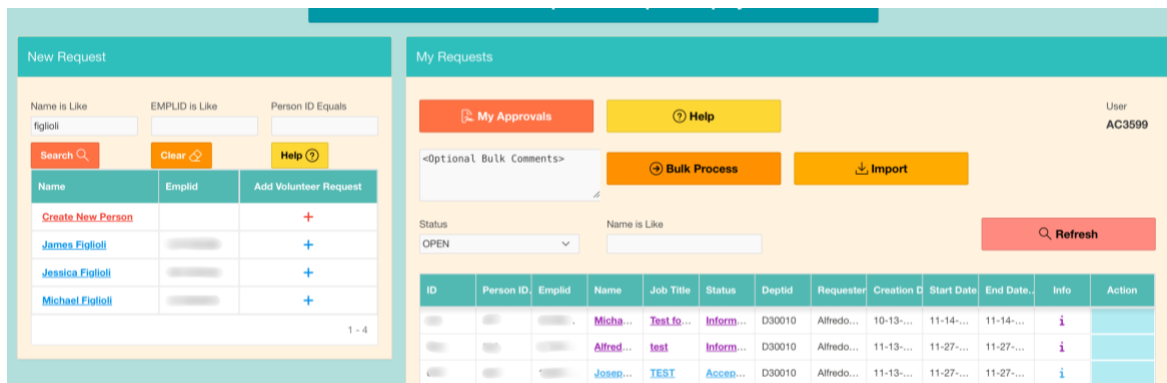


- d. After a day or so, when the form has updated, when you click the Info link, a pop-up window will open with information about the approval statuses and the types of background checks and training needed.



## 5. Opening a Saved Request

1. As mentioned before in **Step 3.21.a**, after you clicked the Exit button you were directed to the Volunteer Requests – Request Inquiry home page. In the **My Requests** block you will now see the request that you saved, as well as any that you have submitted before.



- To open the form to update it or to submit it, click the Job Title link in the **Job Title** column.



- The form will open again.

A screenshot of a web form titled 'Volunteer Requests - Request Maintenance'. The form is divided into several sections: 'Personal Data' (Name, Email, Phone, etc.), 'Request Data' (Request Type, Start Date, End Date, etc.), and 'Contact Info' (Address, City, State, etc.). At the bottom, there is a row of buttons: 'New', 'Submit', 'Reset', 'Cancel', and 'Back'.

- Fill out the missing information and click the **Submit** button.

