

# 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.

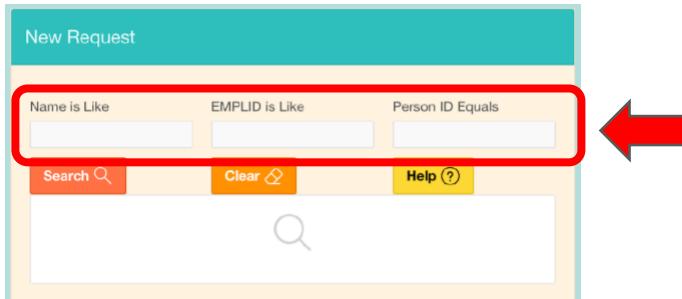
## 2. Log In to the New Volunteer Request Form

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 password to log in.
3. The Volunteer Requests – Request Inquiry will open.

The screenshot shows the 'Volunteer Requests - Request Inquiry' interface. The left side is the 'New Request' search interface with fields for Name, Emplid, and Person ID. The right side is the 'My Requests' interface, which includes a 'My Approvals' section, a 'Bulk Process' button, and a 'Import' button. It also shows a status dropdown set to 'OPEN' and a search bar for 'Name is Like'. The bottom part of the interface is a table listing volunteer requests with various columns and a message '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.



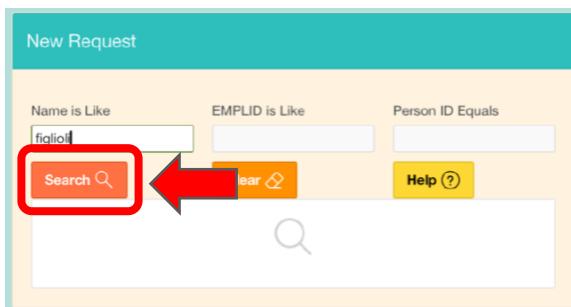
New Request

Name is Like      EMPLID is Like      Person ID Equals

Search      Clear      Help

figlioli

2. Click the **Search** button.



New Request

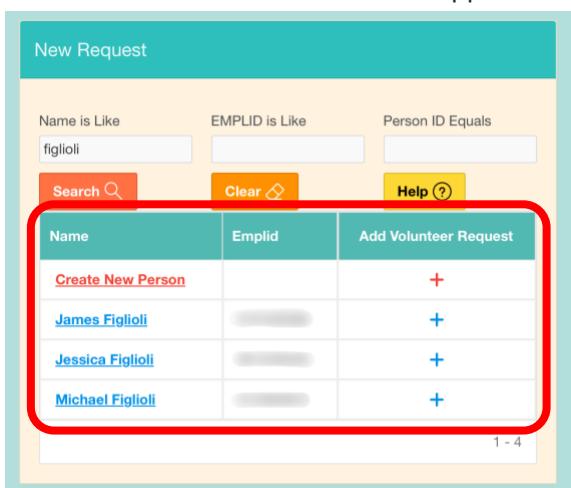
Name is Like      EMPLID is Like      Person ID Equals

figlioli

Search      Clear      Help

figlioli

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.



New Request

Name is Like      EMPLID is Like      Person ID Equals

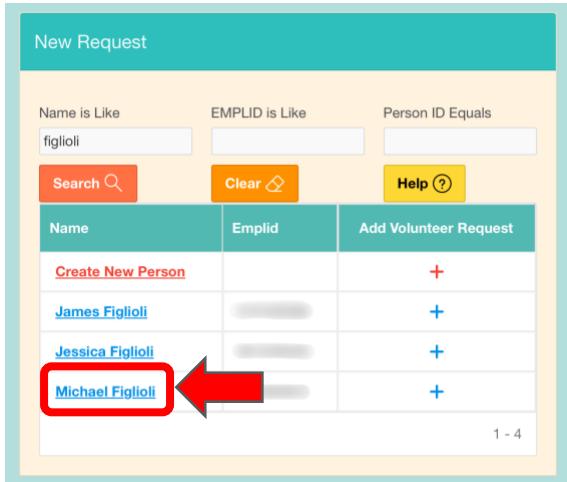
figlioli

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>		+

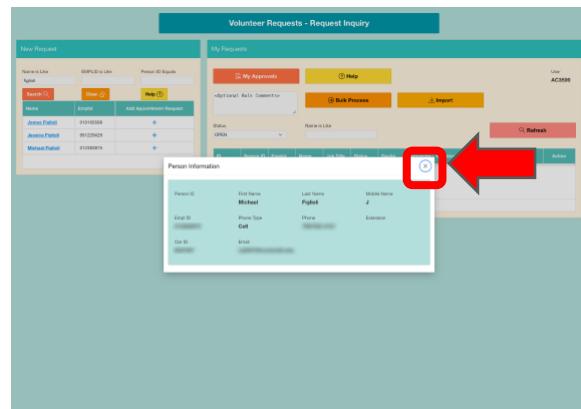
1 - 4

4. 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



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>		+

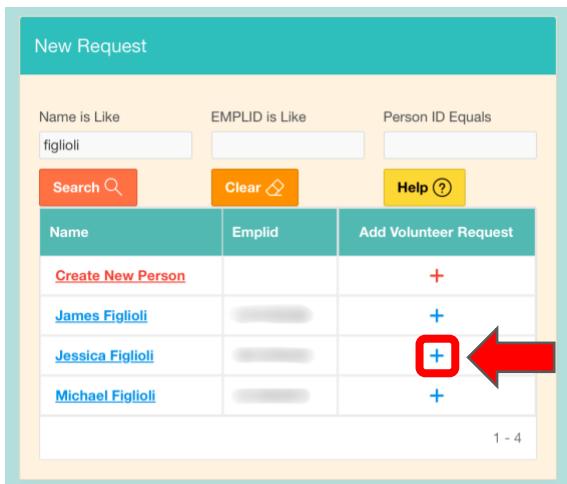
5. The **Person Information** pop-up window will open showing the person's information. To close the window, click the **X** on the top-right corner of the pop-up window.



Person Information

Person ID: 0000000000000000	First Name: Michael	Last Name: Figlioli	Middle Name: J
Empl ID: 0000000000000000	Phone Type: Cell	Phone: 000-000-0000	Extension: 0000

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



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>		+

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

Volunteer Requests - Request Maintenance

Personal Data

Person ID
[Help](#)

First Name \*
Last Name \*
Mobile Name \*

Email \*
Phone Type \*
Phone \*
Extension

Request Data

Interview ID
Request Status \*

Appointment Type \*
Appointment Type Instructions \*

Appointee Type \*
Volunteer

Department \*
Start Date \*
Expiration Date \*
Job Title \*

Start Date \*
16-12-2023
Expiration Date \*
16-12-2026

Job Summary \*

Done for University \*
Reserve University \*
IEB Work with IRB \*
Care of People \*
Academic Credit \*

Active CRN Staff \*
Active CRN Student \*
Active CRN Faculty \*
Access to Level 1 Data \*
Service for IRB001 \*

Contact ID
[Search](#)
[New](#)

[New](#)
[Submit](#)
[Stop](#)
[Import](#)
[Close](#)
[Exit](#)

Other Fields

Access \*
Perm \*
Dept ID
Program
Class
Project

60003
HRM01
[New](#)
[Submit](#)
[Stop](#)
[Import](#)
[Close](#)
[Exit](#)

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.

Appointment Type \*

Volunteer

Faculty Volunteer

Department

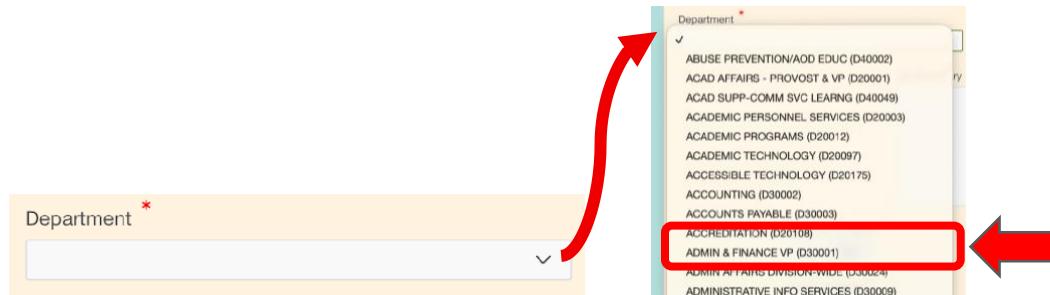
9. Note that when you select one of these options, the Approvals section will change accordingly. The Volunteer option will only need one Approval, from the Manager if the Volunteer is not in an Academic Department;

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.



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.



- a. Your chosen start date may change based on HR's ability to process the appointment.
- b. If the appointment is not completed by your chosen start date, then two weeks will be added to the start date
- c. 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.**



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



Job Title \*

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.



Job Summary \*

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.



Drive for University *	Travel for University *	Will Work with Minors *	Care of People *	Academic Credit *
<input type="radio"/> Yes				
<input type="radio"/> No				
Active CPH Staff *	Active CPH Students *	Active CPH Faculty *	Access to Level 1 Data *	Sensitive Per HRD017-17 *
<input type="radio"/> Yes				
<input type="radio"/> No				

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.



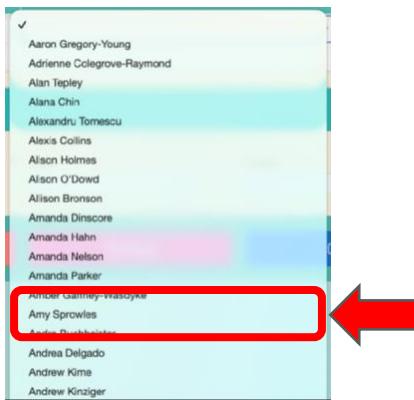
Approval	Name
Department Chair	<input type="text"/>
Manager	<input type="text"/>

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



Approval	Name
Department Chair	<input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="text"/>
Manager	<input type="text"/>

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



- ✓ Aaron Gregory-Young
- Adrienne Colegrave-Raymond
- Alan Tepley
- Alana Chin
- Alexandru Tomescu
- Alexis Collins
- Alison Holmes
- Alison O'Dowd
- Alison Bronson
- Amanda Dinscore
- Amanda Hahn
- Amanda Nelson
- Amanda Parker
- Amber Gammie-Vlasuykla
- Amy Sprawles**
- Andrea Puchalski
- Andrea Delgado
- Andrew Kime
- Andrew Kinziger

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.



Approval	Name
Department Chair	<input type="text"/>
Manager	<input type="text"/>

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.



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.



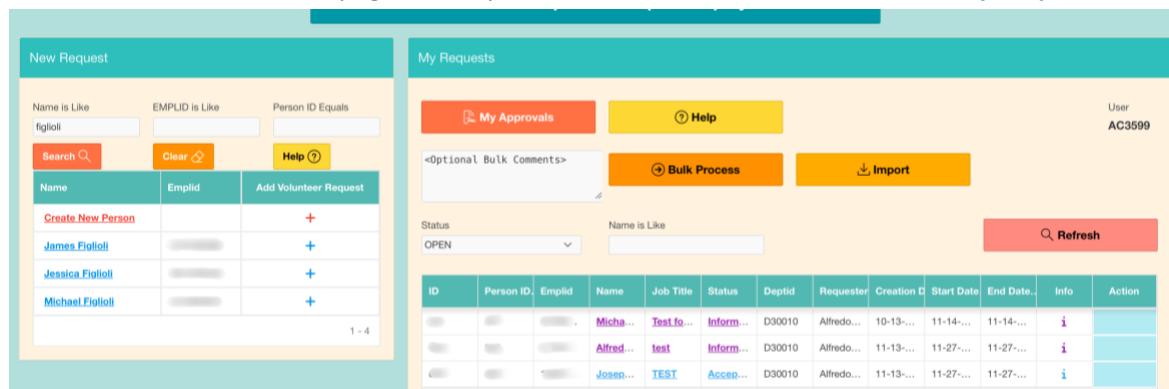
23. The Request status will change to **Submitted** and a message will appear reading **Submit was Successful**



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

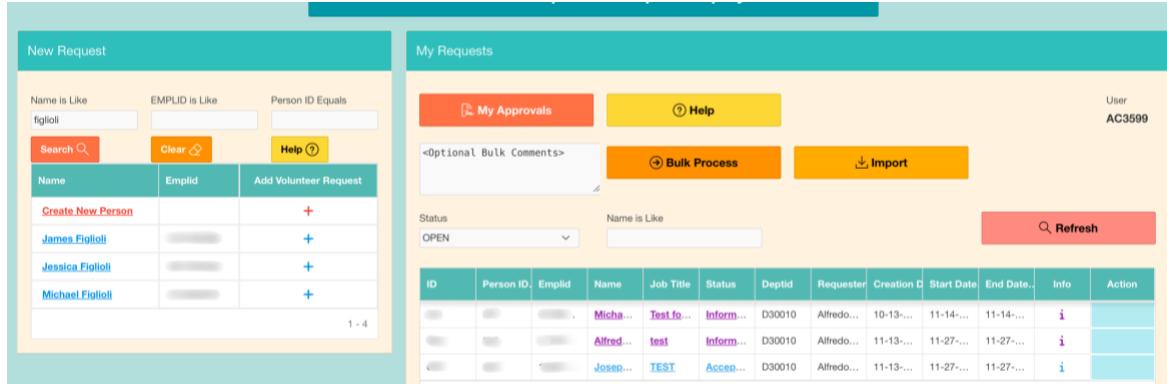


25. You'll be back on the home page where you can see the new submission in the **My Requests** block.



## 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.



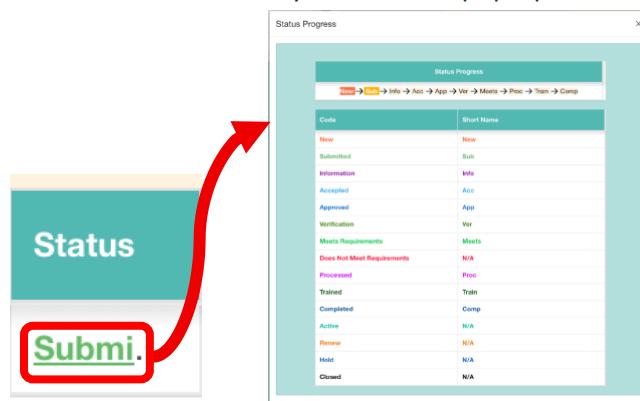
The screenshot shows the 'My Requests' page with a table of submitted volunteer requests. The table includes columns for ID, Person ID, Emplid, Name, Job Title, Status, Deptid, Requester, Creation Date, Start Date, End Date, Info, and Action. The 'Status' column is highlighted with a red box. The 'Status' dropdown menu is set to 'OPEN'. The 'Info' column contains links to view details, indicated by a red box around the 'i' icon.

- 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 displays details for a volunteer named Michael Figlioli, including Person ID, First Name, Last Name, Middle Name, Empl ID, Phone Type, Phone, Extension, and Osr ID. A red box highlights the 'Name' link in the main view, and another red box highlights the close 'X' button in the top right corner of the pop-up window.

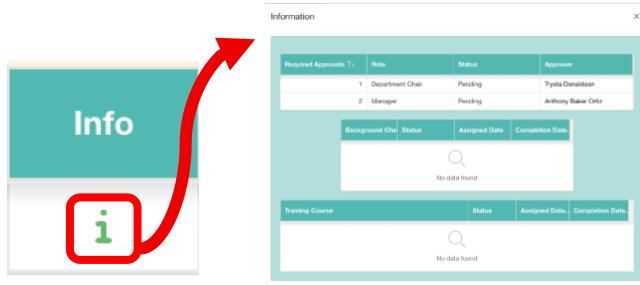
- b. The status column shows where in the process the form is at the moment. Clicking the Status link will open another pop-up window that explains the different statuses that the form will go through. At the top it shows where the form is in the process and what the next process will be. In this case, 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.



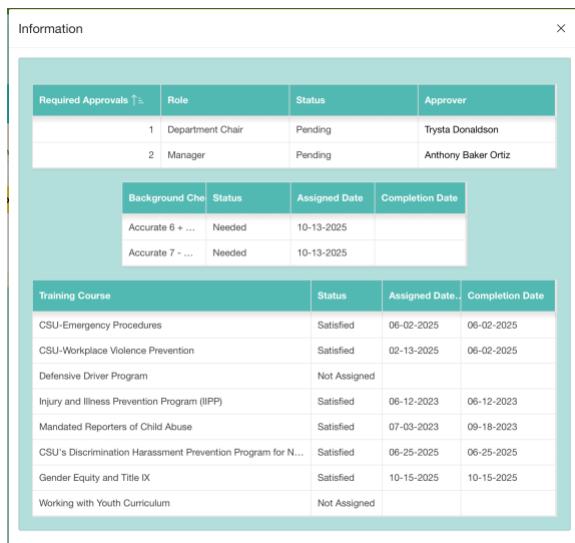
The screenshot shows a 'Status Progress' pop-up window. It includes a flowchart at the top showing the process steps: New → Info → Ass → App → Ver → Merts → Proc → Train → Comp. Below the flowchart is a table of status codes and their descriptions. A red box highlights the 'Status' link in the main view, and another red box highlights the close 'X' button in the top right corner of the pop-up window.

Code	Show Name
New	New
Submitted	Sub
Information	Info
Accepted	Ass
Approved	App
Verification	Ver
Meets Requirements	Merts
Does Not Meet Requirements	N/A
Processed	Proc
Trained	Train
Completed	Comp
Active	N/A
Review	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.

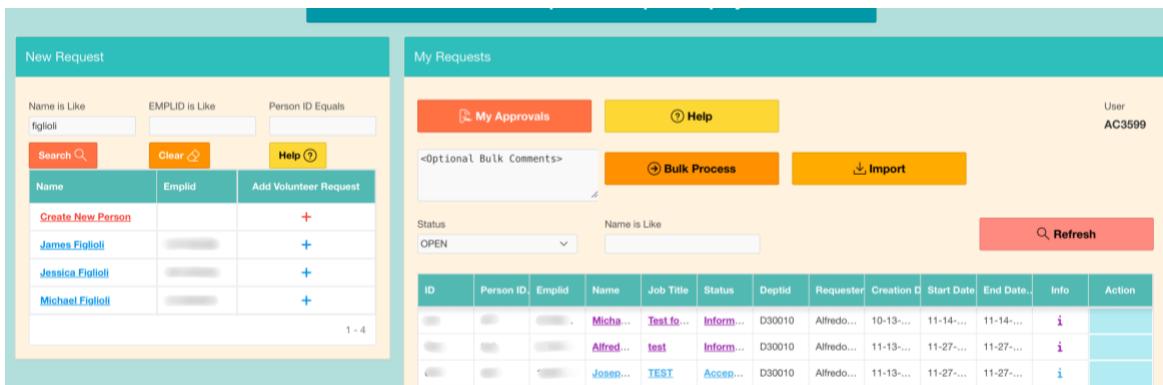


d. After a day or so, when the form has updated, when you click the **Info** link, a pop-up window will open with information about the approval statuses and the types of background checks and training needed.



## 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.



ID	Person ID	Emplid	Name	Job Title	Status	DeptId	Requester	Creation D	Start Date..	End Date..	Info	Action
			Micha...	Test to...	Inform...	D30010	Alfredo...	10-13...	11-14...	11-14...		
			Alfred...	test	Inform...	D30010	Alfredo...	11-13...	11-27...	11-27...		
			Josep...	TEST	Accept...	D30010	Alfredo...	11-13...	11-27...	11-27...		

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



3. The form will open again.

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

