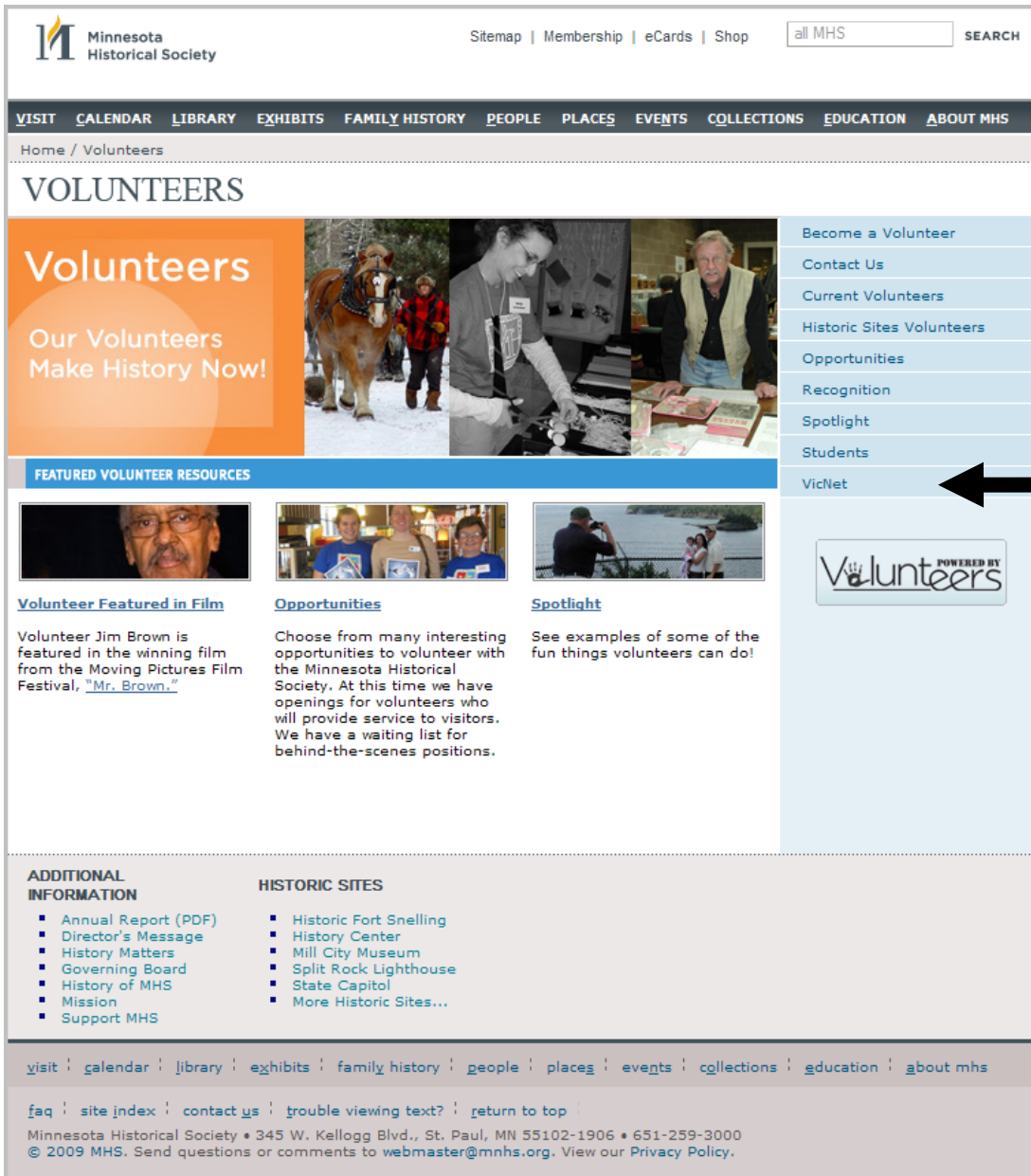


## VicNet for Volunteers

Finding your way to VicNet:

1. Open your Internet at home or anywhere. Type in [www.mnhs.org/volunteers](http://www.mnhs.org/volunteers)
2. Select VicNet on the right side of the page



Minnesota Historical Society

Sitemap | Membership | eCards | Shop

all MHS SEARCH

VISIT CALENDAR LIBRARY EXHIBITS FAMILY HISTORY PEOPLE PLACES EVENTS COLLECTIONS EDUCATION ABOUT MHS

Home / Volunteers

# VOLUNTEERS

**Volunteers**  
Our Volunteers Make History Now!

**FEATURED VOLUNTEER RESOURCES**

**Volunteer Featured in Film**  
Volunteer Jim Brown is featured in the winning film from the Moving Pictures Film Festival, "[Mr. Brown.](#)"

**Opportunities**  
Choose from many interesting opportunities to volunteer with the Minnesota Historical Society. At this time we have openings for volunteers who will provide service to visitors. We have a waiting list for behind-the-scenes positions.

**Spotlight**  
See examples of some of the fun things volunteers can do!

Become a Volunteer  
Contact Us  
Current Volunteers  
Historic Sites Volunteers  
Opportunities  
Recognition  
Spotlight  
Students  
VicNet

**ADDITIONAL INFORMATION**

- Annual Report (PDF)
- Director's Message
- History Matters
- Governing Board
- History of MHS
- Mission
- Support MHS

**HISTORIC SITES**

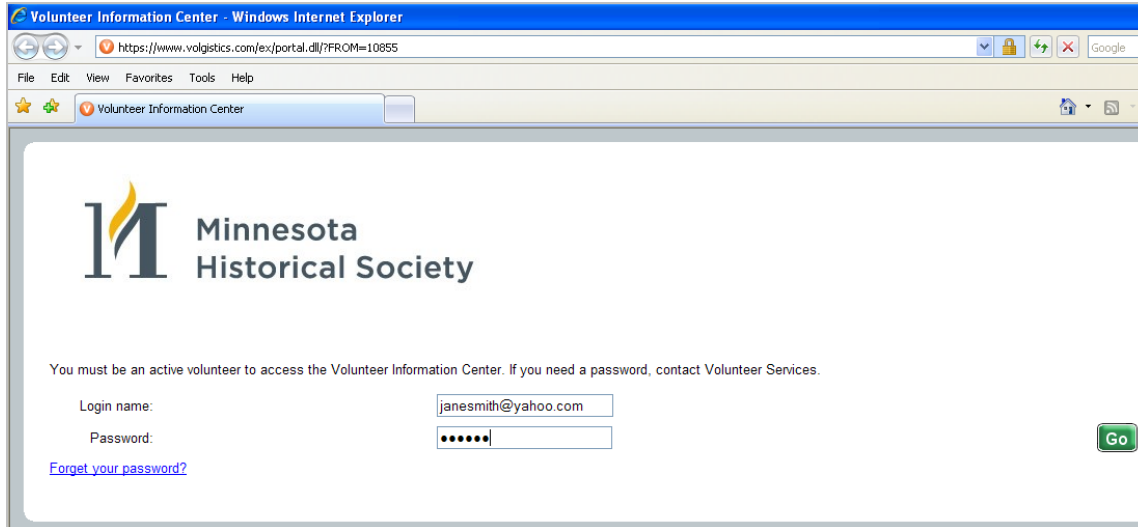
- Historic Fort Snelling
- History Center
- Mill City Museum
- Split Rock Lighthouse
- State Capitol
- More Historic Sites...

visit | calendar | library | exhibits | family history | people | places | events | collections | education | about mhs

faq | site index | contact us | trouble viewing text? | return to top

Minnesota Historical Society • 345 W. Kellogg Blvd., St. Paul, MN 55102-1906 • 651-259-3000  
© 2009 MHS. Send questions or comments to [webmaster@mnhs.org](mailto:webmaster@mnhs.org). View our [Privacy Policy](#).

3. Now you are at the VicNet Login web page:  
 (https://www.volgistics.com/ex/portal.dll/?FROM=10855)
  - o HINT: Save this webpage as one of your Favorites so you can easily get back to it.
4. Login: Your Login name is the email address you provided to Volunteer Services.  
 Your Password is your volunteer PIN number.



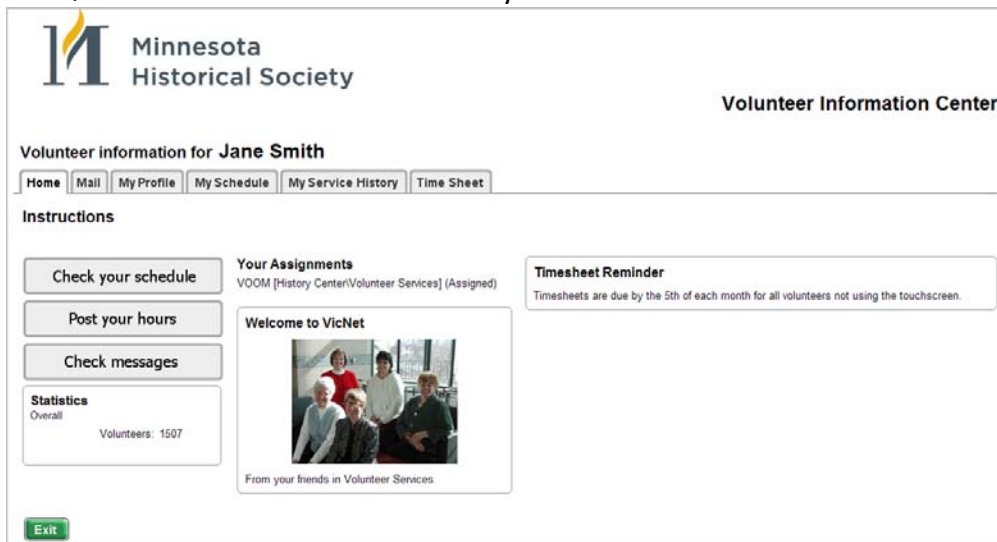
## TAB TOUR:

Click on the tabs with your mouse to move from screen to screen in VicNet, the Volunteer Information Center.

Click on  to end the session

## Home


- News of general interest to all volunteers and coordinators
- Quick access buttons for commonly used features



## Mail

Here is where you can view messages sent to your VicNet account.

- New messages: These have not been read by you.
- Old messages: These have been read by you and haven't reached the date they were set to be removed yet. The sender determines how long they are posted.
- Click on the message to read it.



**Volunteer Information Center**

**Volunteer information for Jane Smith**

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#)

**Instructions**  
To view a message, simply click on the message subject.

**New messages**

Subject	Sent
Welcome to VicNet	08-10-2009

**Old Messages**  
No old messages

[Exit](#)

## My Profile

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



**Volunteer Information Center**

**Volunteer information for Jane Smith**

[Home](#) [Mail](#) [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:   OK to call me here

Work phone:   OK to call me here

Cell phone:   OK to call me here

Email address:

[Save](#)

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

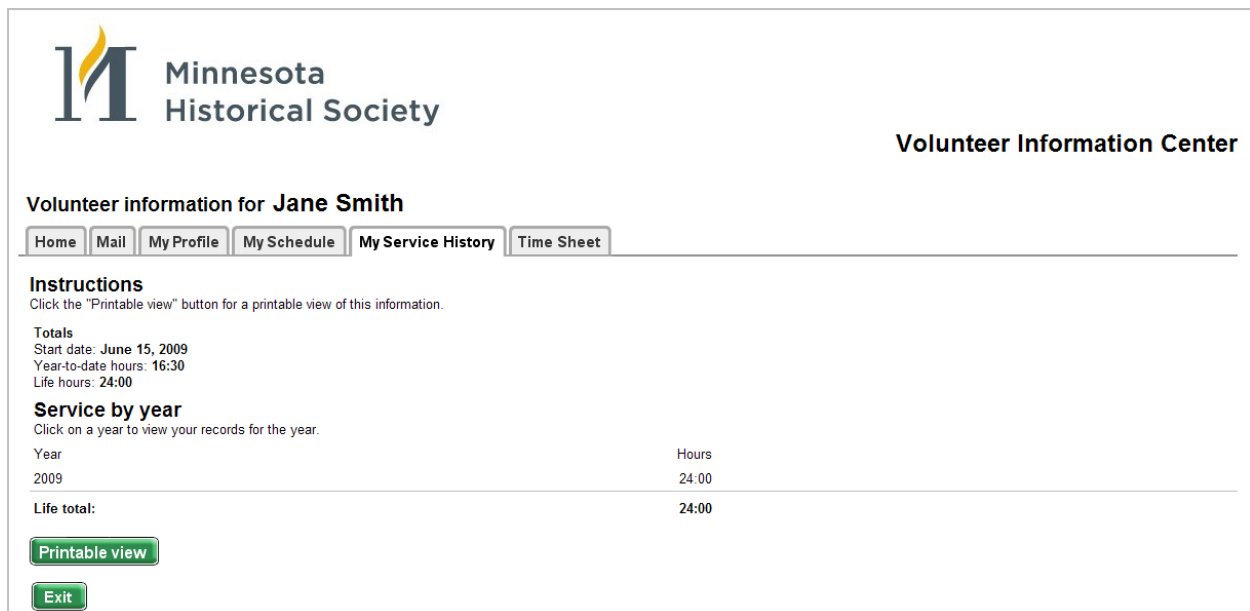
**We need your help keeping your profile current.** Please review your profile regularly and keep it up-to-date.

## My Schedule

The scheduling feature is only being used for some of the programs at the Minnesota Historical Society. If your schedule is being kept in this system, then you can view it on the My Schedule tab. There are buttons for Previous Month, Next Month, and Printable View that volunteers can use. Click on a specific date in the calendar view to display the schedule details for that date.

## My Service History

All volunteers can view their service history on the My Service History tab. Service hours are summarized by calendar year.



**Minnesota Historical Society**

**Volunteer Information Center**

**Volunteer information for Jane Smith**

Home Mail 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: June 15, 2009  
Year-to-date hours: 16:30  
Life hours: 24:00

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

Year	Hours
2009	24:00
<b>Life total:</b>	<b>24:00</b>

[Printable view](#)

[Exit](#)

Details are available by clicking on a specific year.

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

## Time Sheet

You and your coordinator will determine how to record your service hours. If the option that works best for you is the time sheet in VicNet, follow these steps:

It is easy to submit your time sheet electronically. Simply click on the **Time Sheet** tab and follow the instructions.

**Minnesota Historical Society**

Volunteer information for **Jane Smith**

Home Mail 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**

1. Select the date from the calendar grid:

January 2009

	S	M	T	W	T	F	S
					1	2	3
					○	○	○
What was the date of your service?	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	29	30	31
	○	○	○	○	○	○	○

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

Which assignment did you serve in?

VOOM [History Center\Volunteer Services] ▼

CMS [History Center\Collections Management]

VOOM [History Center\Volunteer Services]

**NOTE:** It is important that you select the correct assignment from the list. Accurate reporting of volunteer hours helps your coordinator and Volunteer Services manage the programs most efficiently.

3. Enter the total time you worked in this assignment:

How many hours did you serve?  hours,  minutes

Record time in 15 minute increments.

Click on the  button

4. You will receive a confirmation screen:


**Please confirm your entry:**


You served on: Thursday, January 29, 2009

Assignment: VOOM [History Center\Volunteer Services]

Hours: 4:00

**Is this correct?**



 Click **Yes** to save this entry

 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."

**Your recent service entries:**

Date	Assignment	Hours
01-29-2009	VOOM [History Center\Volunteer Services]	4:00

This is the end of the Tab Tour.

If you have any questions or need help using VicNet, please contact your coordinator or Volunteer Services at the Minnesota Historical Society.