



A Guide to VicNet for Ramsey County Coordinators

As a Volgistics Coordinator (assignment level supervisor) VicNet provides you a web based remote access to your volunteers' records. Through VicNet you can—

- View and print lists of your volunteers
- Update key personal information about your volunteers
- Manage the schedule for your volunteers
- View and print the schedule for your volunteers

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).
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.

A screenshot of the Ramsey County website in a Windows Internet Explorer browser. The browser's address bar shows the URL 'http://www.co.ramsey.mn.us/home/index.htm'. The website header features the Ramsey County logo and navigation links for Home, Site Map, and Contact Us. A search bar is located in the top left. On the left side, there is a vertical navigation menu with categories such as 'County Government', 'Courts & Public Safety', 'Health & Environment', 'Help for People', 'Job Opportunities', 'Libraries', 'Licenses & Records', 'Parks & Recreation', 'Property Info & Taxes', 'Roads & Transit', and 'Purchasing'. A red arrow points to the 'Job Opportunities' link. A flyout menu is open over 'Job Opportunities', listing options: 'HR Information', 'Jobs at Ramsey County', 'Other Government Jobs', 'Sign up to be notified', 'Workforce Solutions', and 'Volunteer & Internships'. Another red arrow points to the 'Volunteer & Internships' option. The main content area displays a 'Welcome to Ramsey County, Minnesota' message and a news article titled 'Roseville Library earns LEED Gold'. The article text describes the library's 2010 expansion and renovation project, mentioning Commissioner Rafael Ortega and Commissioner Jan Parker. A list of statistics follows, including a 14% increase in circulation, a 15% increase in patron visits, a 33% increase in reference statistics, and a 60% increase in library card registrations. The browser's taskbar at the bottom shows several open applications, including 'Ramsey County ...', 'Guide to VicNet for ...', 'Job Aid - Content C...', 'Volgistics - Windo...', and 'Inbox - Microsoft O...'. The system clock shows 1:41 PM.

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



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



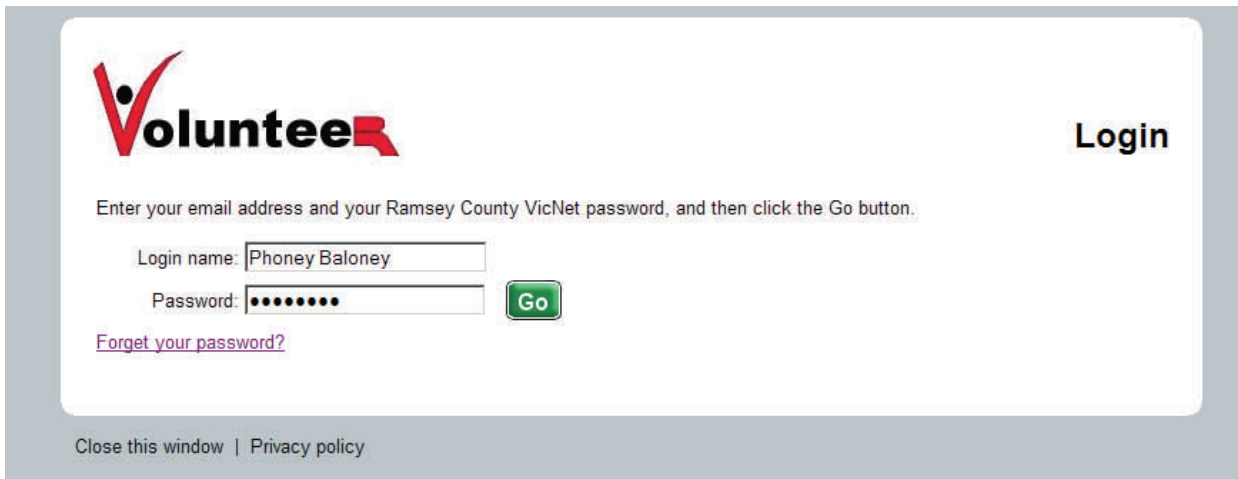
Now you are at the VicNet log in web page:

<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 default log in name and password are assigned to you by the System Administrator. You have the option of changing your password once you are logged in. Contact Volunteer@co.ramsey.mn.us for additional assistance.



Close this window | Privacy policy

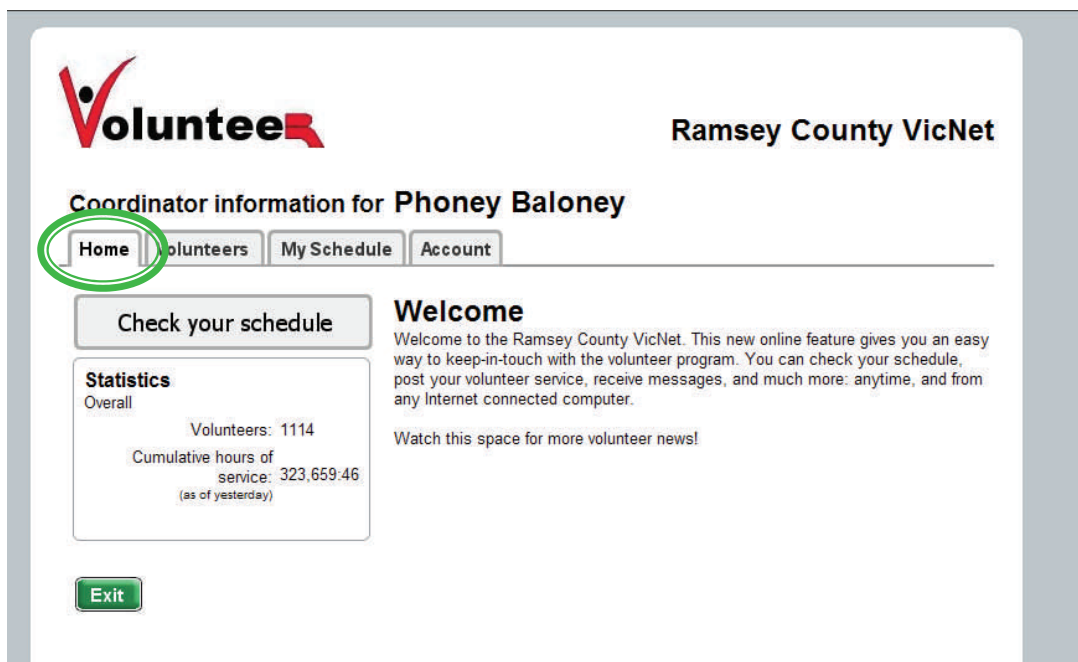
TAB TOUR:

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 and Coordinators, and quick access to the Volunteer Information Center features.



Coordinator information for **Phoney Baloney**

Home | Volunteers | My Schedule | Account

Check your schedule

Welcome
Welcome to the Ramsey County VicNet. This new online feature gives you an easy way to keep-in-touch with the volunteer program. You can check your schedule, post your volunteer service, receive messages, and much more: anytime, and from any Internet connected computer.
Watch this space for more volunteer news!

Statistics
Overall
Volunteers: 1114
Cumulative hours of service: 323,659:46
(as of yesterday)

Exit

Volunteers

The Volunteers tab is where you can see a list of your volunteers (that is, a list of the volunteers who have the assignment or assignments you coordinate), look-up information about your volunteers, or update your volunteer's information. You can click on a volunteer's name to see more detailed information for the selected volunteer.

Volunteer Ramsey County VicNet

Coordinator information for **Phoney Baloney**

Home **Volunteers** My Schedule Account

Volunteers

Name	Assignment	Role
McTester, Hester volunteerservices@co.ramsey.mn.us	Office Assistant	Assigned

1 volunteers listed

[Printable view](#)

[Exit](#)

Close this window | Privacy policy

Volunteer Ramsey County VicNet

Coordinator information for **Phoney Baloney**

Home **Volunteers** My Schedule Account

Hester McTester [Return to volunteers](#)

Contact Information

First name:

Last name:

Street 1:

Street 2:

City:

State: Zip:

Home phone:

Work phone:

Cell phone:

Email address:

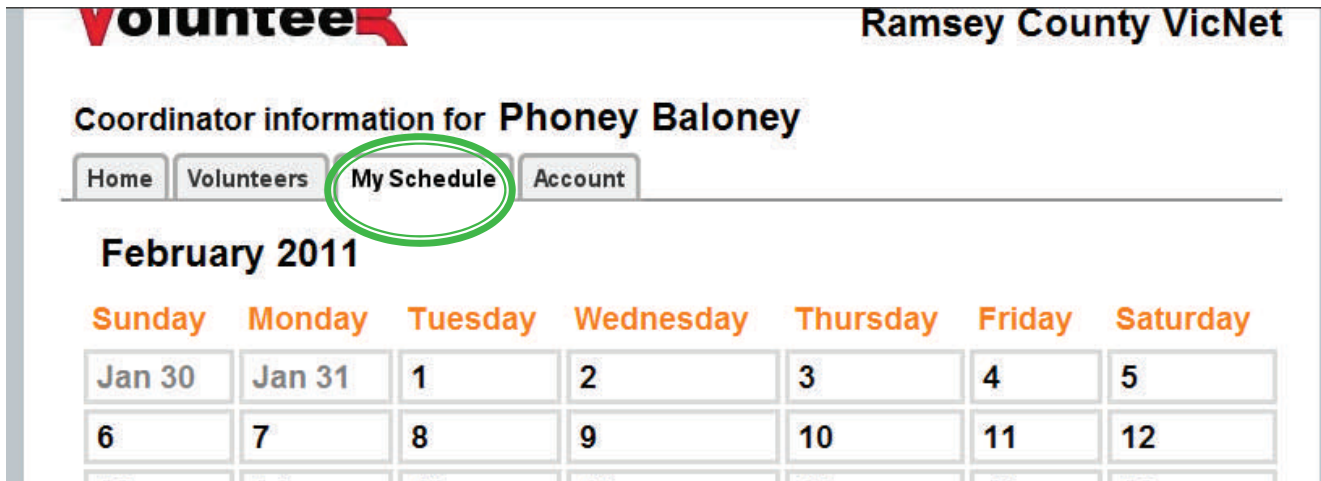
[Save](#)

Emergency Contact
The volunteer's emergency contact information.

Make changes as needed and [Save](#) in each section. Click on [Return to volunteers](#) to go back to the Volunteers tab.

My Schedule

You can view, print, and manage the schedules for the assignment (or assignments) you supervise on the 'My Schedule' tab in VicNet. Schedule management includes being able to add and remove volunteers from schedule openings, change the times volunteers serve, and changing the frequency for regular volunteers; all in real time. If you are interested in managing your volunteers' schedules through VicNet, contact your department's Volunteer Services staff.

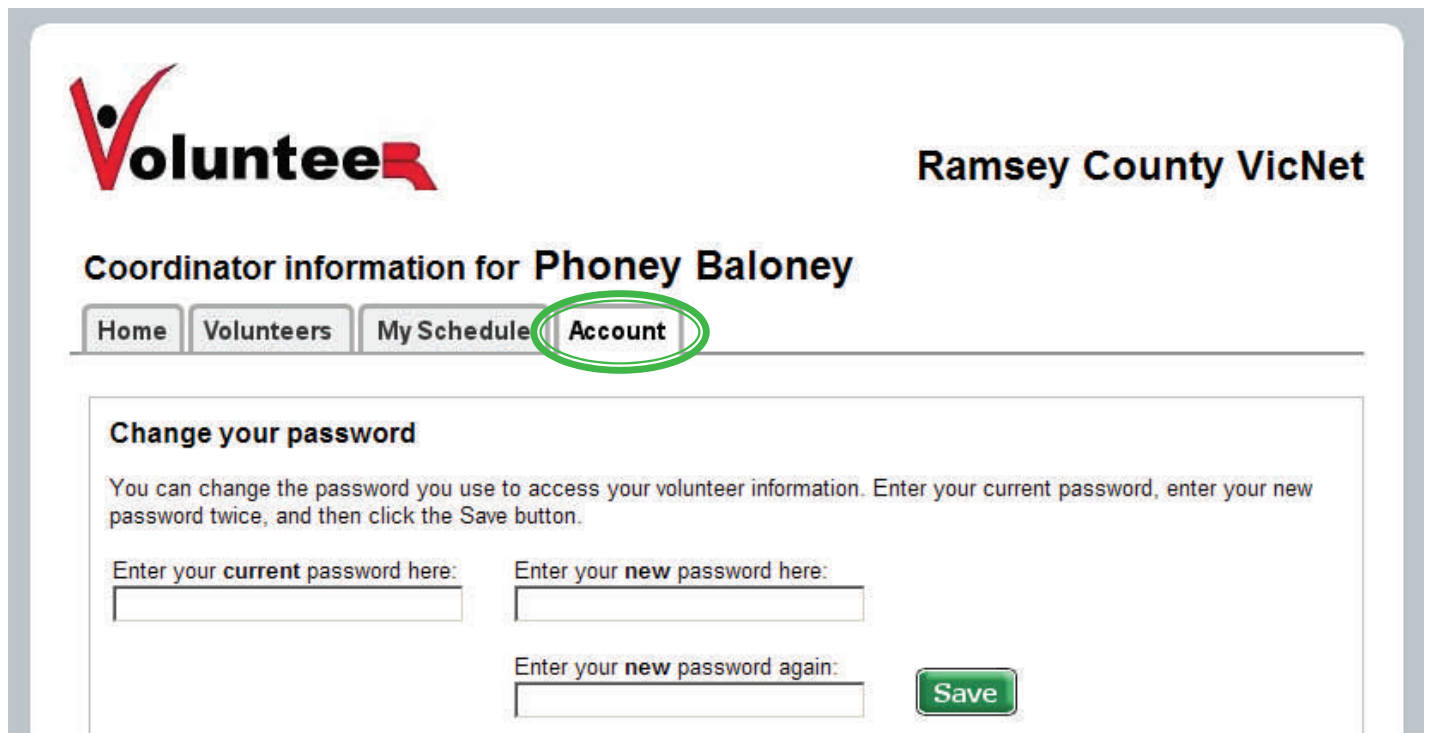


The screenshot shows the 'My Schedule' tab selected in the navigation menu. The page title is 'Coordinator information for Phoney Baloney'. Below the navigation menu, the month 'February 2011' is displayed. A calendar grid follows, with days of the week as column headers and dates as row headers. The 'My Schedule' tab is circled in green.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 30	Jan 31	1	2	3	4	5
6	7	8	9	10	11	12

Account

You can change your VicNet passwords on the VicNet 'Account tab.'



The screenshot shows the 'Account' tab selected in the navigation menu. The page title is 'Coordinator information for Phoney Baloney'. Below the navigation menu, the 'Account' tab is circled in green. The main content area is titled 'Change your password' and contains instructions: 'You can change the password you use to access your volunteer information. Enter your current password, enter your new password twice, and then click the Save button.' There are three input fields: 'Enter your current password here:', 'Enter your new password here:', and 'Enter your new password again:'. A green 'Save' button is located to the right of the second input field.

This is the end of the Tab Tour. If you have questions contact Volunteer@co.ramsey.mn.us.