

# Volunteer Home Access

You can download HelpCounter App on your phone for the HelpCounter Home Access

\*Volunteers may log in using the link below if you have already created a user name.

[helpcounterweb.com/ci/volunteer](http://helpcounterweb.com/ci/volunteer)

\*If you have not created a user name yet:

## I. Create User Name

Use the link below:

[helpcounterweb.com/welcome/?en=185178719](http://helpcounterweb.com/welcome/?en=185178719)

1. Clicking on “Start” as shown below



2. Fill in the user name form and click on “Next Step” to complete all three steps.

- Use email address same as the one you used in ScadPro during registration.

**1 - Tell us about yourself**

First Name  Middle Name  Last Name


Email Address

Phone  Work Phone  Cell Phone

Street  City  State  Zip

Select Volunteer Type  
 Parent Volunteer

Skills, Hobbies, Comments, Questions?

Next step 

**+ 2 - Do you have students in the school?**

**+ 3 - What Are You Interested In**

3. When done, click "Submit Application"

**3 - What Are You Interested In**

**Submit Application**

Please take the time to tell us which activities you are in will contact when opportunities are available.

4. Once submitted; you'll get this message:

Thank you very much for your application. Volunteers are very important and are very much appreciated here at Al-Falah Academy.

We will be in touch as soon as possible and look forward to welcoming you as a volunteer.

In the meantime, if you have any questions, please contact us by phone - , or email us -

5. Now got to <https://www.helpcounterweb.com/ci/volunteer> website

## Volunteer Log in

No user name?

Create New User Name

Otherwise, please log in using your user name and password.

User Name

Password

Log In

Keep me logged in on this device  
Do not check this box if you are on a public or shared computer

6. Click on “Create New User Name”

**NOTE:** the user name as well as the password are case sensitive

7. Find and Select the school

## Add/Remove Schools

Welcome, O, Hannia. Your new user name is set as 'Hannia'. In th

### Step 1 - Select your new school

Enter part of your school's name and click on 'Find School'.  
A list of matching schools will appear below the box.

al falah

Find School

If you see your school on this list, check the selector next to it

Al Falah Academy (Al-Falah Academy) Lilburn GA

Return

Type the school's name “al falah” with a space inbetween, in the box and click on "Find School"

When the school name shows up below the box, check it.

*Tips for searching the school's name:*

- Enter just enough of your school's name to identify it
- Do not include phrases like 'elementary school' or 'middle school', stick to the main name
- If it's not found, try entering less
- If it's named after a person, try just the last name
- Saint is sometime St. and vice versa
- Keep trying different combinations until you find your school
- Not all schools use HelpCounter, if your school doesn't, let them know they should

## 8. Verify the email address

If it finds your email address in the database, it will send a confirmation to your email address.

All you'll need to do is open the email and click on the name confirmation; and you will be done.

9. You will be able to login to the website below with your username and password to record your volunteer hrs, look for volunteer opportunities and more.

*<https://helpcounterweb.com/volunteer>.*

When you log in with you user name and password, you will see a page like the following:

The screenshot shows the Al-Falah Academy website interface. At the top, there is a teal header with the text "Al-Falah Academy" and a circular logo featuring a crescent moon and a star. Below the header, there are four teal buttons stacked vertically: "Update Your Volunteering Interest Form", "Check for Upcoming Opportunities", "Record Hours/Review Past Hours Volunteered", and "Update/View Profile Information". At the bottom of the page, there is a horizontal line followed by a row of buttons: "End This Session", a checkbox labeled "Keep me logged in on this device" with the subtext "Do not check this box if you are on a public or shared computer", "Change Password", "Change Email Address", "Add/Remove Schools", and "hablo español".

## Change Password

Use this form to change your password.

**Important:** You will need to know your existing password to change the password. If you are having trouble logging in, you will not be able to change your password until you can log in. If you are not sure of your password, click on Forgot user Id or Password. The system will send you your user name and password so that you will then have that information.

## Change Email Address

Use this form to change your email address.

**Important:** You will need to know your existing password to change the email address. If you are not sure of your password, click on Forgot user Id or Password. The system will send you your user name and password so that you will then have that information.

When in School for volunteer purposes, sign in to the system to log your volunteer hours.

# Volunteer Sign-in in School (Step-By-Step)

Video: <https://vimeo.com/203613693>

## Manual



Welcome  
Harold Aabacus

Where will you be helping today?  
Please select one



Enter hours worked earlier or at home

or select a custom quick pick

- Babysitting Activity
- Carnival Activity
- Art Show Activity
- Announcer Activity
- Library Volunteer Activity
- Art Literacy Activity
- Book Day/Banking Activity

Quick picks are based on your previous sign ins

Cancel

Select an Activity

- |                       |                              |
|-----------------------|------------------------------|
| 6th Grade Field Trip  | Library Volunteer            |
| Announcer             | Local School Committee       |
| Art Literacy          | Musical                      |
| Art Show              | Position                     |
| Babysitting           | PTO                          |
| Bank Day/Banking      | Reading                      |
| Book Fair             |                              |
| Carnival              |                              |
| Charity Committee     | Site                         |
| Class Parties         | Site                         |
| Clothes Closet        | Site                         |
| District PTO Meetings | Spirit                       |
| Earth Day             | Student Directory            |
| Family Social         | Take Home Books              |
| Field Day             | Teacher / Staff Appreciation |
| Fifth Grade Send Off  | Technology Volunteer         |
| Food packaging event  | test                         |
| Fun Run               | test3                        |
| Fun Run Fundraiser    | Vision Screening             |
| General Posh          | Volunteer At Home            |
| Halloween Decorations | Volunteer Babysitting        |
| Harvest Fest          | Volunteer Button Maker       |
| Ice Cream Social      | Volunteer Coordinator        |
| Just Call Me          | Work Party Wednesday         |

Which Activity?

Return

Thank You  
Harold Aabacus

We're signing you in :

Volunteer: Aabacus, Harold  
activity: Carnival Activity  
Start Time: 08:26 PM

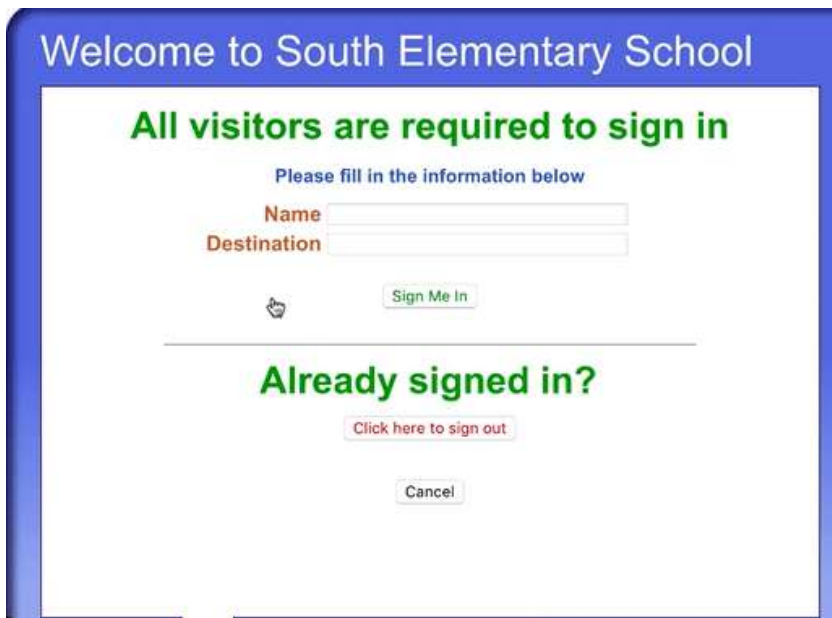
Now  
Just Confirm

Sign Me In Cancel

# Visitor Sign-in (Step-By-Step)

**Video:** <https://vimeo.com/203619613>

## Manual





# Welcome to South Elementary School

## All visitors are required to sign in

Please fill in the information below

Name   
Destination

Type your  
name and  
destination

# Welcome to South Elementary School

## All visitors are required to sign in

Please fill in the information below

Name   
Destination

Thank you for signing in

Please remember to  
sign out when you  
leave...