

THE ^{NEW} VOLUNTEER PORTAL

Introduction to the Volunteer Portal

TAX-AIDE

AARP[®]
FOUNDATION

What is the Volunteer Portal?

- A data management system used by all programs within AARP Foundation including Tax-Aide
- Use of Portal information is restricted
 - Volunteer information
 - Site/location information
 - General Knowledge Base (i.e. library of program publications and documents)

Why you need the Volunteer Portal?

- Keep your personal record updated
- Request reimbursement
- Get program information via One Support Help Center (OSHC)
- LCs/Leaders also need to:
 - Report site activity; Update location info
 - Order site materials
 - Approve counselor/CF travel expenses

How do you access the Volunteer Portal?

- Register your email with AARP.org (if not already done)
- Invitation letter sent to your email (first time users)
- Need Volunteer ID number (in invitation letter)
- User Name is your “registered” email address
- Choose your password

Login Portal Account

The screenshot shows a web browser window with the URL <https://login.aarp.org/online-community/saml/login.action?> in the address bar. The page features the AARP logo and the tagline "Real Possibilities". Below the logo, there is a description of the AARP Volunteer Portal and a "Login to Portal" section. The login form includes fields for "Email Address" and "Password", a "Forgot password?" link, and a red "LOGIN" button. The page also displays various AARP programs and a group photo of volunteers.

1. The address bar is highlighted with a red box and a circled '1'.

2. The login form fields (Email Address, Password, and Forgot password?) are highlighted with a red box and a circled '2'.

3. The LOGIN button is highlighted with a red box and a circled '3'.

1. To log into the Volunteer Portal, go to: <https://volunteers.aarp.org>
2. Enter your Email Address and Password
3. Click Submit

Homepage : Volunteer

AARP Volunteer Portal Sophie Volunteer

AARP FOUNDATION TAX-AIDE

Search... Search

Home Training Contacts Locations Reimbursement

Messages and Alerts

The Volunteer Portal will be under scheduled maintenance from 9:00 PM ET Friday, December 11 through 6:00 AM ET Monday, December 14. Please return to the Volunteer Portal on December 14 to resume system activities.

Recent Items

No records to display

Tax-Aide Links

[AARP Home Page](#)
[Inventory System](#)
[OneSupport Help Center](#)

My Tasks New Overdue

You have no open tasks scheduled for this period.

Calendar

Scheduled Meetings Requested Meetings

Today 12/11/2015

You have no events scheduled for the next 7 days.

December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02

1 7 31

← OSHC

Homepage : Volunteer Leader

AARP Volunteer Portal Miho Test

AARP FOUNDATION
TAX-AIDE

Home | Dashboards | Reports | Training | Programs | Positions | Contacts | Locations | Orders | Reimbursement

Recent Items

- Miho Kikujo
- ALEXANDRIA POLICE DEPT
- TA-R01-CT1-D01-...
- TA-R11-GA6-D01 Prospective Volunteer
- THE SUMMIT
- AIRSTREAM CLUB
- AMERICAN LEGION
- CANTON LIBRARY COMMUNITY CENTER
- MICROSOFT STORE
- MASON GOVERNMENTAL

Dashboard Refresh

As of 12/8/2015 8:27 AM. Displaying data as Robin Murphy.

Prospects

Position: Program	Record Count
TA-R03-VA1-D00	2
TA-R03-VA1-D02	8
TA-R03-VA1-D03	16
TA-R03-VA1-D05	120
TA-R03-VA1-D06	7
TA-R03-VA1-D07	35
TA-R03-VA1-D08	7
TA-R03-VA1-D11	3
TA-R03-VA1-D12	16

Volunteers


Position: Program	Record Count
TA-R03-VA1	5
TA-R03-VA1-D02	14
TA-R03-VA1-D02-S28050201	20
TA-R03-VA1-D02-S28050203	17
TA-R03-VA1-D02-S28050204	18
TA-R03-VA1-D02-S28050206	18

Sites

Program: Parent Program	Record Count
TA-R03-VA1-D02	4
TA-R03-VA1-D03	11
TA-R03-VA1-D05	14
TA-R03-VA1-D06	5
TA-R03-VA1-D07	8
TA-R03-VA1-D08	6
TA-R03-VA1-D11	4
TA-R03-VA1-D12	8
TA-R03-VA1-D13	2

ONE SUPPORT HELP CENTER

AARP Foundation
TAX-AIDE
Free tax assistance for those who need it most

Search 

ONESUPPORT HELP CENTER

Communication	General Program Management	Leadership Training
OneSupport (OS)	Operational Procedures & Volunteer Portal	Tax Training
Tax Software	Technology	Special Reports
TCS Documents		

NEXT STEPS

- Invitation letter is sent to your email address ([new volunteers this season](#))
- Test your log on to insure access ([all](#))
- Check you personal profile and edit if needed ([add emergency contact](#))
- Become familiar with One Support Help Center (OSHC)

NEXT STEPS (cont.)

- See pdfs posted on [Site References](#) → under [AARP](#) category
- LC to assist their counselors/CFs with the process
- Tips sheets/instructions provided on One Support Help Center
 - ◆ [OSHC](#) → [Op Procedures & Volunteer Portal](#) → [Volunteer Portal Guide](#)

Volunteer Portal

Questions?



Comments...