

To reset your account, follow this link [goo.gl/bU9vTy](https://goo.gl/bU9vTy) and the instructions below.

### Step 1

HelpCounter School Volunteer Manager

## Volunteer Log in

### We've Updated

All accounts will now login with a User Name instead of an email address. This will make things much simpler and will allow you to easily add or remove schools (even if they have an old email address on file) or even just change your email address. Plus, parents can now share a single email account if they prefer that to individual accounts.

You can create your own User Name and your own Password right here. Then select your school and we'll send a confirmation email to the address on file at that school. Open the email, click on the confirmation link and you'll be set. You'll only have to do this step one time.

**First time here?** [Create New Account](#) <<<<----- [Click "Create New Account" even though you have already created a new account before.](#)

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

User ID

Password

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

[Forgot User Id or Password](#) [I speak english](#)

### Step 2

HelpCounter School Volunteer Manager

## New Log In Account Request

This form will create a new log in account for you in the HelpCounter Volunteer Manager program. This will consist of a User ID, Password, and an Email Address that will provide you access to your personal volunteering information at any schools using the HelpCounter system. You will use this same login to update your information, record volunteers, sign up for activities at all schools.

Once you have created this log in, you will be able to add any schools that use the HelpCounter system. If you are already registered as a volunteer at a school and you have an email address on file, you should be able to have instant access to your personal volunteer information. Otherwise, we'll make it as easy as possible to add additional schools while following their privacy, security, and background checking requirements.

### Let's create your login

Create a new User ID  
djbaars

Create your password  
.....

<<<<----- [Create your own unique UserID and password.](#)

First Name  
DJ

Last Name  
Baars

<<<<-----[Enter your First Name and your Last Name](#)

Email Address  
djbaars@gmail.com

Confirm Email Address  
djbaars@gmail.com

<<<<-----[Enter the Email Address you used to register the first time.](#)

<<<<----- [Click Create This Account](#)

### Step 3

Logged in as:  
Volunteer: DJ Baars, User ID: djbaars

## Add/Remove Schools

<<<<[This is where you link your user account to St. Mary's](#)>>>>

### Your school list:

**No schools added to your account yet.**

Welcome, DJ Baars. Your new volunteer account is all set to go. Your User ID is 'djbaars'. In the future, you can log into the system with this User ID and your password. Simply come back to [www.helpcounterweb.com/volunteer](http://www.helpcounterweb.com/volunteer).

It's time to add your school(s) to your account so you can start using the system.

### Step 1 - Select your new school

Enter your school's name and click on 'Find School'

St. Mary's School

<<<<----- [Type "St. Mary's School" in the box and click "Find School"](#)

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

St. Mary's School  Sault Sainte Marie MI

<<<<----- [Select "St. Mary's School Sault Sainte Marie, MI"](#)

### Step 4

St. Mary's School  
DJ Baars

## Add This School

<<<<[After you selected "St. Mary's School" the website will automatically go to the "Add This School" page.](#)>>>>

### email address to search for:

St. Mary's School  
413 E Spruce St  
Sault Sainte Marie, 49783  
Michigan Charter & Private Schools

We will search for your email address at this school. If it's on record at the school, we will send you a confirmation. All you'll need to do is open that email and click on the confirmation link to verify that you have access to the email account. If your email address is not found at the school, we'll offer an option to apply at that school. This will only be necessary if your email address is not already on file.

email address to search for

djbaars@gmail.com

<<<<----- [All you need to do is verify that your correct email is entered and click "Search for this Address".](#)

The default setting is the email address you entered when you set up your account. If you think email address on file at the school might be different, enter that address. It's fine to have different email addresses at the school(s). For security, we will send the confirmation email to the email address on file at the school. Once you have access to login, you can change your email addresses freely.

### You are done!

logged in as  
Volunteer: DJ Baars, User ID: djbaars

## Your School Was Added

<<<< [If you get this screen, SUCCESS!!! Check your email. Your confirmation email should arrive quickly. Please follow the directions in the email to confirm your account.](#)>>>>

### What's next?

We just sent an email to the email account you selected for the school. That email will contain a link that will verify that you have access to the email account.

So your next step should be to check your email. Open the email was sent and click on the confirmation link. Then when you log back into HelpCounter, your new school will be available and added to your list of schools.

If you don't see the email in your inbox, check the spam folder.

### Confirmation Email Example

School Volunteering Confirmation

x

<<<<[Your email should look something like this.](#)>>>>

 **HelpCounter School Volunteer Manager** <helpcounter.software@helpcounter1.com>  
to me

### Confirm your volunteering account for St. Mary's School

This email is in response to a request by DJ Baars to connect this St. Mary's School account using this email address with their general volunteering management account.

This will provide DJ Baars with access to view and update the volunteer information here at St. Mary's School associated with this email account.

If this is correct and you would like to approve this, just click on this link. This account will be approved and you will taken to the login form to starting using the volunteer program.

[Click to confirm this name](#) - Baars, Dennis <<<<-----[Be sure to click to confirm your name and account](#)

If you did not initiate this request, then DO NOT click on the link and please report this to [info@helpcounter.net](mailto:info@helpcounter.net)

For technical assistance:  
[www.helpcounter.net](http://www.helpcounter.net)  
[support@helpcounter.net](mailto:support@helpcounter.net)  
971.338.9560