



Volgistics

Logging your service hours

Volgistics does not require OHSU credentials; you can access the database from outside of the O2. Your username is the email you registered with in Volgistics.

Where can you log hours? Anywhere you have the internet!

- At your volunteer location (pending supervisor approval)
- From home
- OHSU Library - Biomedical Information Communication Center (BICC), 3rd floor

Trouble logging hours? Check your browser! Volgistics works best with Internet Explorer, Chrome, and Firefox (not compatible with Safari)

Volgistics

Logging your service hours



Office of Visitors & Volunteers

This is the [Volgistics](#) login page that is specific to the OVV's program. Once provided to you by OVV, please bookmark the link to this website for continued access.
Do NOT change your login name to your OHSU email.

Login

Enter your email address and your volunteer information center password, and then click the **Go** button.

Login name:
Password:

[Forget your password?](#) [Help](#)
[Need a password?](#)

Go

Login Information:


Login name = your
personal email address
Password = 7 digit cell
phone # (no area code or
dash)

Volgistics

Home

Home Tab (1):
Find general
information
about the OVV
and your
assignment.

Use the “Post
your hours”
shortcut button
(2) to enter hours
for the week.

 Office of Visitors & Volunteers

Volunteer information for Amber Bruner

Home **1** My Profile My Service History Time Sheet Account


Post your hours **2**

Check messages



My Assignments
RDA, RAVS/HR: Amber Bruner
TEST Orientation

OVV Statistics
Overall
Volunteers: 928
Cumulative hours of service: 548,780
(as of yesterday)

News & Updates
Click here to learn about the latest news and updates for volunteers in Research & Academics.

 Office of Visitors & Volunteers

Discounts & Perks
Click here to learn about the discounts and perks available to Research & Academic Volunteers here.

  Library

Volgistics Time Sheet

Volunteer information for Amber Bruner

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

Instructions

To post your hours, enter your service information in the Time Sheet box and then click the "Continue" button.

Time Sheet

What was the date of your service?

What times did you serve?

Which assignment did you serve in?

Reminder:
Watch am & pm
drop-downs
carefully!

This is the
most
common
mistake!

Posting Hours:
Enter

- The date of service
- The times you served
- Choose the assignment
- Press "Continue"

Your recent service entries:

Date	Assignment	Hours
05-28-2014	Research/Other [Research\Research (Non-School of Medicine)]	1:00
05-20-2014	Research/Other [Research\Research (Non-School of Medicine)]	0:03
05-19-2014	Research/Other [Research\Research (Non-School of Medicine)]	1:00
05-16-2014	Research/Other [Research\Research (Non-School of Medicine)]	0:53
05-15-2014	Research/Other [Research\Research (Non-School of Medicine)]	1:00

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Time Sheet

Volunteer information for **Amber Bruner**

[Home](#) [Mail](#) [My Profile](#) [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

Please confirm your entry:

You served on: Wednesday, January 5, 2011

From: 8:00 am until 9:00 am

Assignment: Research/Other [Research (Non-School of Medicine)]

Is this correct?

Yes

Click **Yes** to save this entry

No

Click **No** if you want to make a change

Your recent service entries:

None

For your complete service history select the "My Service History" tab.

Exit

Entry Confirmation: This is your chance to make edits to your entry. Once you press "Yes" to save the entry, you will not have the ability to edit it. Please double-check that your entry is correct. If you need to make a correction, click "No" to go back to the previous page and make corrections.

If you make a mistake, please re-enter the hours correctly and then email ovv@ohsu.edu to request that the incorrect entry be deleted.

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Time Sheet

Volunteer information for **Amber Bruner**

[Home](#)[Mail](#)[My Profile](#)[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.

Posted

Thank you for volunteering! Your hours entry has been recorded. If you need to make another entry now, click "Another."

1[Another](#)

Your recent service entries:

Date	Assignment	Hours
01-05-2011	Research/Other [Research (Non-School of Medicine)]	1:00

For your complete service history select the "My Service History" tab.

2[Exit](#)

This is the entry confirmation page that outlines the most recent entry you made. You have the option to click on "Another" (1) to go back to the posting hours page. This is a great way to complete multiple entries quickly.

If you are done with entries, press "Exit" (2) to be logged out of Volgistics.

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My Service History

Volunteer information for **Amber Bruner**

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

Instructions

Click the "Printable view" button for a printable view of this information.

Totals

Start date: **January 14, 2011**

Year-to-date hours: **1:00**

Life hours: **1:00**

Service by year

Click on a year to view your records for the year.

Year	Hours
2011	1:00

Life total: 1:00

[Printable view](#)[Exit](#)

My Service History Tab:
On this tab, you can see information about your volunteer assignment, including the total hours you have contributed (1) to your assignments. You can click on "Printable view" (2) for an informal hour report (A) without the OHSU logo.

A

Oregon Health & Science University Volunteer information for **Amber Bruner**

Totals

Start date: **January 14, 2011**

Year-to-date hours: **2:00**

Life hours: **12:56**

My Service Records

Year	Hours	
2016	1:00	
2015	1:00	
2014	6:56	
2013	2:00	
2012	1:00	
2011	1:00	
Life total:	12:56	

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My Service History



Office of Visitors & Volunteers

Volunteer	Assignment Assignment	Service From Date	Hours
Bruner, Amber	RDA, RAVS/HR: Amber Bruner TEST Orientation	01-05-2011	1:00
		10-01-2012	1:00
		09-04-2013	1:00
		09-10-2013	1:00
		11-19-2013	0
		04-22-2014	1:00
		05-09-2014	1:00
		05-15-2014	1:00
		05-16-2014	0:53
		05-19-2014	1:00
		05-20-2014	0:03
		05-28-2014	1:00
		06-05-2014	1:00
		08-31-2015	1:00
		01-15-2016	1:00
			12:56
Grand total			12:56

If you would like a more formal hour report on OHSU letterhead, request one by emailing ovv@ohsu.edu

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My Profile

Volunteer information for Amber Bruner

Home Main **My Profile** My Service History Time Sheet Account

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: *

Title: ▼

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: *



My Profile Tab: You can edit your personal information on this tab. If you change your name, please also email ovv@ohsu.edu to notify us of the change.

(1) Please leave your personal email in this field. **DO NOT** put your OHSU email. Our office will use your personal email to contact you regarding your assignment, as it is not connected to an expiration date, whereas **your OHSU email DOES expire** based on the termination date provided by your hosting site.

(2) Please consider uploading a professional headshot of yourself, as we do not always get to meet our volunteers. Only the OVV and you will see this picture; this page is not public facing.

[Upload](#)

Volgistics

Mail



Research & Academics Volunteer Login

Volunteer information for **Amber Bruner**

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

Instructions

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

New messages

No new messages

Old Messages

No old messages

[Exit](#)

Mail Tab: You will occasionally see messages regarding OHSU/OVV events, news, and other updates that are relevant to visitors and volunteers.

Messages regarding items you must take action on will be sent to your personal email that we have on file for you.