

Volunteer Training and Development System Instructions for Use

1. Access the internet
2. Type into the address bar at the top of your internet browser the following website: <http://www2.lsuagcenter.com/4H/mastervolunteer>. This will take you to the Volunteer Training and Development System Site.
3. To continue further you need an OpenID. If you already have one skip to Step 4. If not you need to obtain one:
 - a. Under New Users click the link to www.myopenid.com. This will direct you to a new site to register and obtain an Open ID.
 - On this page, click **Sign up for an OpenID**. You will then be prompted to create a username, password, and enter your email address. Once entered, click **Sign Up**.
 - An email will be sent to confirm your OpenID account. Once confirmed by following the link in the OpenID email, go back to the Volunteer Training and Development System site (<http://www2.lsuagcenter.com/4H/mastervolunteer>).
4. Now that you have an OpenID you must register for the Training and Development System.
 - a. Under New Users click where it says to register for system click **here**.
 - b. Enter your OpenID in the box and click **login**. You will be prompted to enter your password. Once you are signed in, you will be redirected to the original page.
5. Next, you will enter your contact information, and click **submit registration to be verified by parish**, located at the bottom of the page.
6. Once the information is submitted, your parish agent must verify you for the system.
7. Once approved, you will receive an email. Follow the link provided in the email to finish registration.
8. The link will bring you to the system. To finish registration, login with your OpenID under Returning Users.