

# ADDitions Approval: Parents PLEASE READ!!!

Dear Parents:

As many of you may already know, Orange County Public Schools has a new Volunteer Management System. Arbor Ridge has a policy that requires all parents/guardians to be ADDitions approved in order to proceed past the front office. This includes eating lunch with your child, helping out in the classroom, book fair help, etc. Please go to the following link to get started:

## **Volunteer.ocps.net**

When you first log in to this page, locate and click the "CLICK HERE" on the right ☺ Scroll to the bottom of the page.

**#1- If you were ADDitions approved last school year**, click on the blue box that states: "Previously registered ADDitions school volunteer (A registered volunteer prior to June 2015) Click Here". You will be prompted to obtain your new username and password by clicking on the blue "click here" link. Follow the steps after you click the blue button.

\*Please be sure to write down your username and password and keep it in a safe place. You will need this to log into the Volunteer Management System at Arbor Ridge.\*

*USERNAME AND PASSWORDS ARE CASE SENSITIVE!!!!!!*

**#2- If you are a new parent to Arbor Ridge and have never completed an ADDitions application OR you were here at Arbor Ridge last year and did not register with ADDitions**, click on the second blue box on the bottom of the page that says: "New Volunteer or New PIE (First-time applicant) Click Here". Follow the steps.

\*Please be sure to write down your username and password and keep it in a safe place. You will need this to log into the Volunteer Management System at Arbor Ridge.\*

*USERNAME AND PASSWORDS ARE CASE SENSITIVE!!!!!!*

### **SOME TIPS WHEN COMPLETING THE PROCESS:**

-You can change your username and password by editing your profile so you can make it easy to recall when you need to sign in

- Make sure you update your child's grade information and update your security questions

- Make sure you click "Save application" in the green box

-If you have any questions or concerns call Community Resources at 407-317-3200 ext. 2002579 or 2002932 or call Mary Ellen Jackson at Arbor Ridge at 407-672-3110 ext. 3032225

**Once you have completed the process of registering and obtaining your username and password, log back in to make sure it works. When you are logged in, click "search opportunities", click "volunteers", locate Arbor Ridge in the drop box, and sign up for the "Become an ADDitions Volunteer with Arbor Ridge K8" ☺**