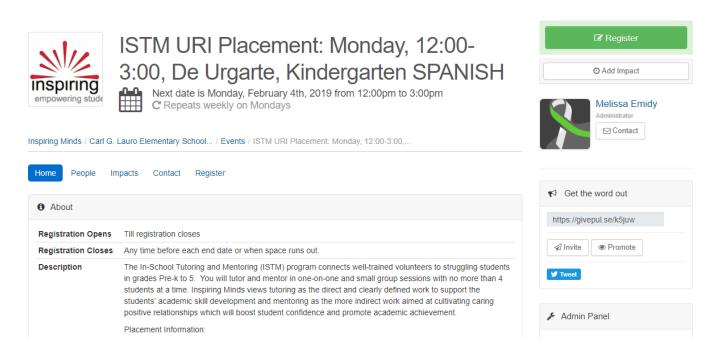


How do I register for my placement?

There are a few steps to complete your registration for your placement. You'll receive an email with a long list of available placements. Placements are first-come, first-served. Keep these things in mind as you select your placement:

- Placements can begin as early as February 4 if you have completed orientation.
- Placements are scheduled through May 10. This allows for you to account for missed days due to
 illness, cancellations due to inclement weather, holidays, etc. We strongly recommend that you
 register through May as things do come up. You are responsible for making sure you meet your
 course requirements. RIC and CCRI are 9 visits and 15 hours. URI is 10 visits and 30 hours.
- You must be able to arrive on-time and stay for the entire placement. Please account for your travel time to and from your school when considering your placement. Consider your class and work schedules as well as other commitments to make sure the placement fits your schedule.
- You must arrange your own transportation. Our schools are located on the RIPTA bus routes. If you
 need a ride or can provide a ride for other students in your timeslot, you can post on the wall in
 GivePulse, and other students can respond to your requests.

Now, review the placement email and click on the link that meets your schedule. Then, you will be prompted to log in to GivePulse (if you're not already logged in). Log in and you will see the detail screen of the placement you selected.

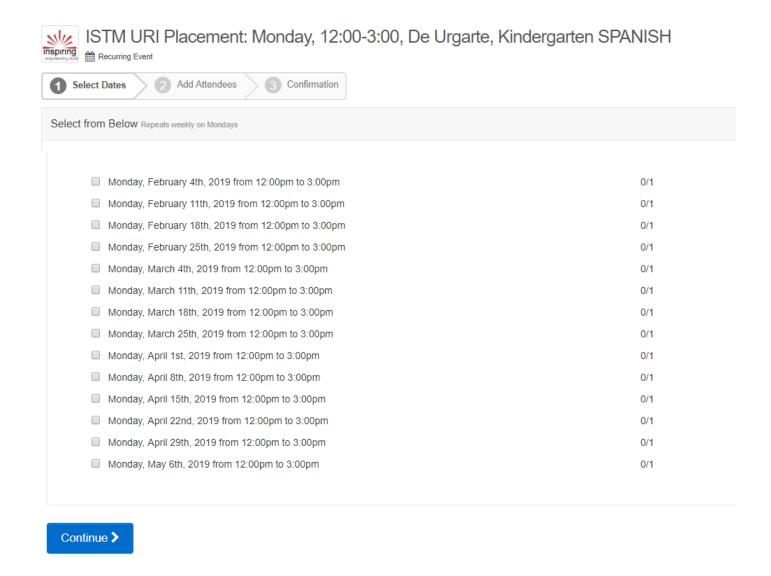


USER TIPS on this screen:

- Carefully review the details: In the example below, the event titles have a naming convention.
 Program, Type of Placement, Day, Time, Teacher, Grade Level and if this class is in Spanish. The
 example below tells you the day is Monday, the time is 12:00-3:00, that this is a placement designed for
 URI students, with teacher: DeUgarte, Grade, Kindergarten, and that the class is SPANISH speaking.
 Below the event title, it says "Inspiring Minds/Carl G. Lauro Elementary School/Events. Carl G. Lauro in
 this example is the school the placement is held.
- Below the details (not shown in picture) is a map to the location of the school.

Once you find the placement that best matches your schedule, click on the Green Button on the right-hand side that says Register. If there's no green button- it will say "this event is full". Go back to step 1.

Once you click the Green Button that says "Register", you will be directed to this page:



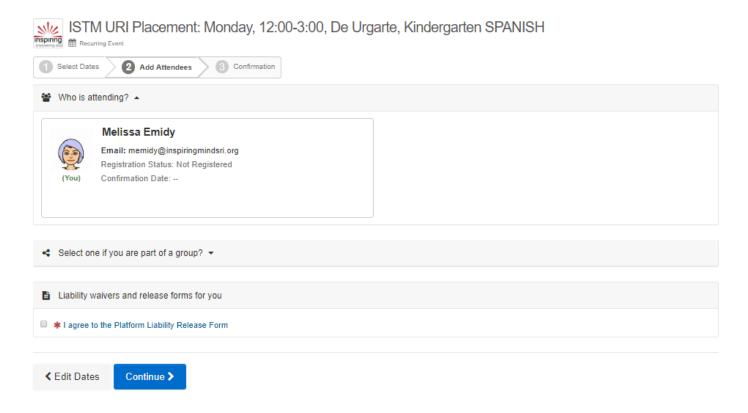
Select the checkboxes next to each date you plan to attend. Then click continue.

User Tips for this screen:

- Check all the boxes! Register for ALL of the dates, you can cancel out dates later that you will not be
 able to attend (like Spring Break). We recommend you schedule yourself to be there through the first
 week in May so that you can make up hours if you are sick or school is canceled due to inclimate
 weather.
- If you open a placement and register and there are not enough dates open to meet your requirement, choose another placement. Make sure you've registered for enough dates to meet your course's requirements. Have I registered for at least, the minimum number of hours?

You will then be brought to this screen:

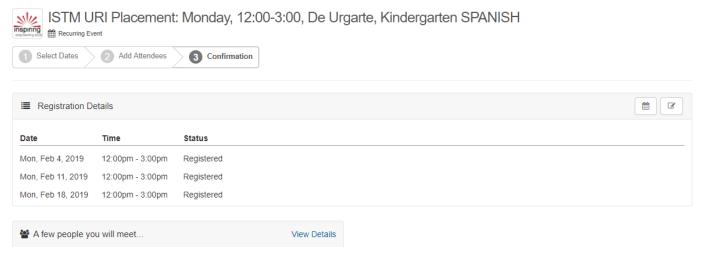
Thanks for volunteering with us! If you need help, let us know. Send us a message via GivePulse or give us a call at 274-3240



User Tips for This Screen.

- Click the box next to the Platform Liability Release Form. You can view the form by clicking on "I agree
 to the Platform Liability Release Form.
- Then click continue.

Finally, you will receive this confirmation page. On the right-hand side there's a little calendar icon. That icon will put your placements into your electronic calendar.



Final Tips:

- Double check, have I registered for enough hours to meet my requirements? Am I available on those dates?
- On this page, you may realize you made a mistake. If you select "Cancel" you'll cancel all. A better
 option (if it's just a few dates) is to go to your registration page and cancel the dates you can't attend.