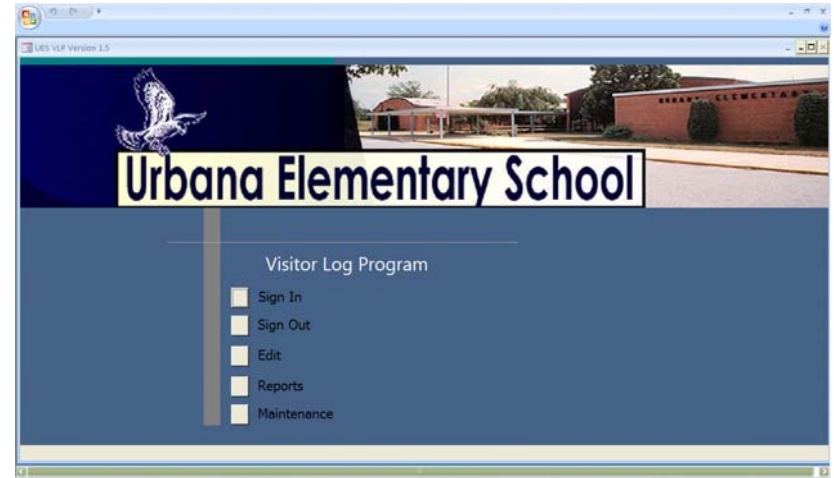


Urbana Elementary School Visitor Log Program (VLP) Quick Reference Guide for Visitors



The VLP is used to sign in when visiting the school, and to sign out upon leaving.

All in-school volunteer hours will automatically be logged, and work-at-home hours can be added manually at any time.

UES Office Staff and PTA Volunteer Coordinators can view or print reports of current visitors, or of the total volunteer hours that have been logged for each volunteer and for the school.

Revised September 15, 2008

Contact nicole.cicerone@fcps.org with VLP questions or suggestions.



□ Sign In

Type the first letter of your last name and scroll to look for your name. If it is not there, select New. You'll now be able to add your name and information, and then you'll be taken back to the login screen with your name highlighted.

Select the location you will be visiting. When you select "classroom" this list appears so that you can also select the classroom name.

Click here if you are *not* volunteering.

Click here to print a nametag.

Click OK to sign in.

□ Sign Out

Type the first letter of your last name and scroll to find your name. Select your name and then click the Sign Out button.

□ Edit

Type the first letter of your last name and scroll to find your name. Select your name.

Click on the Edit My Info button.

Use the <Tab> key and the mouse to navigate the data form.

Edit your information and add work-at-home hours.

Be sure to include a date (or estimated date) for your work-at-home hours. (The current date will be entered as a default.)

Click the save button when you are done.