Steps for Signing-up to be a Teach-In Volunteer

1. Go to the OCPS ADDitions website to register: https://ocps.samaritan.com/

2. Click "Search Opportunities"

3. Click "Volunteers" (if you're an individual wanting to volunteer).

4. Search by School (enter the school name of your choice, select the school from the drop-down, click search) and scroll down to find and select the Teach-In volunteer opportunity.

5. SELECT: Teach-In by clicking on the link or the View Details button.

6. After you've clicked "Sign Up" for an opportunity, either “Login” (returning volunteers) or “Create an Account” (new volunteers).
   - Use the "Forgot Password" feature if needed.

7. Volunteer Profile - You will then be prompted to accept the consent form, review notices and guidelines, complete the ADDitions application (13 Tabs for returning volunteers & 14 Tabs for new volunteer applicants). Note: Criminal history background questions are included in the application.

   Please note: Signing up for an Opportunity does not automatically give you permission to participate, the school Coordinator will need to confirm, place and schedule you as a Teach-In volunteer.

NEXT STEPS: The Teach-In School Coordinator will communicate with you
HOW DO I NAVIGATE EASY THROUGH THE FORM?
Go from “tab” to “tab” within the Volunteer Profile to complete all fields.

VOLUNTEER PROFILE INCLUDES A PHOTO
Photos are used for two reasons:
(1) Identify the applicant
(2) Volunteer dashboard

HOW DO I KNOW IF I AM ELIGIBLE TO VOLUNTEER?
Check your Volunteer Dashboard.
Look for “Status” located under the volunteer profile photo.

HOW DO I KNOW IF MY REQUEST IS COMPLETE?
Check your Volunteer Dashboard.
- Upon registration applicants are automatically taken to their Volunteer Dashboard.
- Volunteers can also Log-in via eRecruiter to get to their dashboard.
- Eligible volunteers can also confirm placement in an opportunity by checking your dashboard.