

How to Enter Volunteer Time for hours completed outside school hours

To access the Raptor Volunteer Portal, please COPY and PASTE this link into your browser:

<https://apps.raptortech.com/Volunteer/Login/NDgxNjpWb2x1bnRIZXI6ZW4tVVM=>

On the login screen you'll enter the email address you gave the front office when your ID was scanned. **If you have not yet set up your Raptor volunteer account, it will ask you to create a password.*

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THE GOLD STANDARD IN SCHOOL SAFETY

Volunteer Portal

Username
This is the email address you gave when your ID was scanned

Password
Enter your personal password

Log in

[Forgot Password](#) | [Forgot Username](#)

support@raptortech.com
1-877-7RAPTOR | 713-880-8902

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-From the TOP click on 'HOURS'

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Hours Events Community Preferences

Account Sign Out

My Profile

First Name Middle Name Last Name

Date Of Birth ID Type ID Number

Not Specified

-Click the blue button on the right that says '+ADD HOURS'

My Hours History

Details	Function	Building	Start Date/Time	End Date/Time	Total Time	Self Entered	Options
Details	Volunteer	Challenge to Excellence	08/13/21 1:21 PM	08/13/21 1:22 PM	00 hrs 01 mins	No	

1 - 1 of 1 items

On the Next screen:

Please mark the following categories as:

-Past Event: 'Event Not Listed Here'

-Building: 'Challenge to Excellence'

-Function: 'Volunteer'

-'Start Date/Time' enter the date and time you started your volunteer time

-'End Date/Time' enter the date and time you ended your volunteer time

-Organization: 'None'

-Notes: Please enter information regarding your volunteer job

-The click the blue '**SAVE**' button to save your entry.

My Hours History

[My Hours History](#) > Hours Detail

Past Event *
Event Not Listed Here

Building *
Challenge to Excellence

Function *
Volunteer

Start Date/Time *
8/2/2021 11:20 AM

End Date/Time *
8/2/2021 12:20 PM

Organization *
None

Notes
DETAILS OF YOUR VOLUNTEER TIME WILL GO HERE

Save Cancel

