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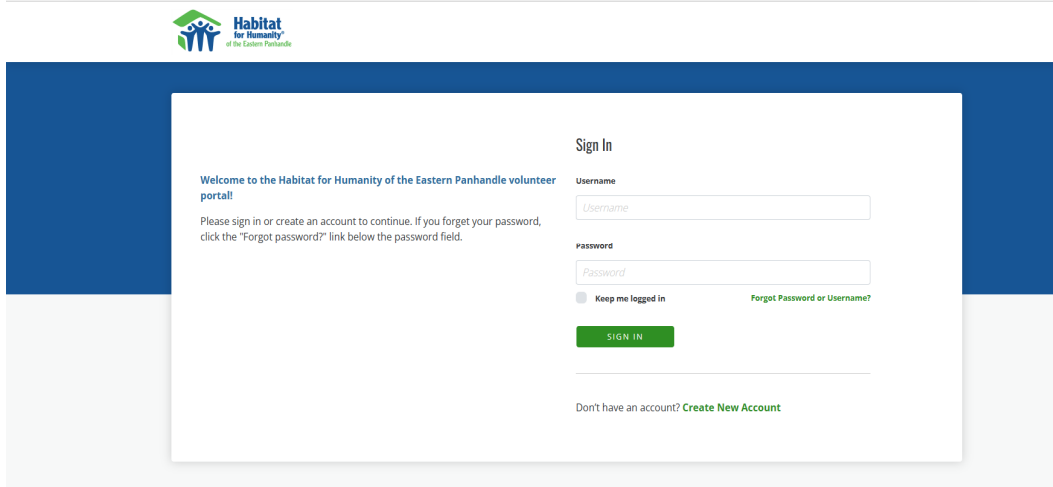
# HFHEP VOLUNTEER HUB

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Instructions

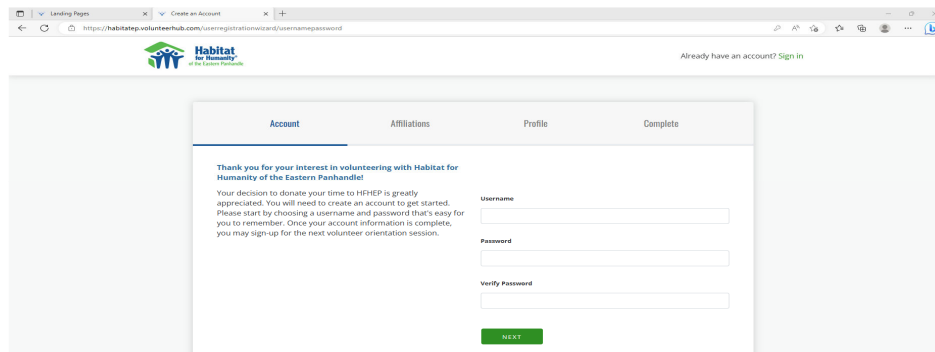
## Step 1. Sign In or Create an Account by clicking on Create New Account

If you have trouble, please email [rkees@habitatep.org](mailto:rkees@habitatep.org)



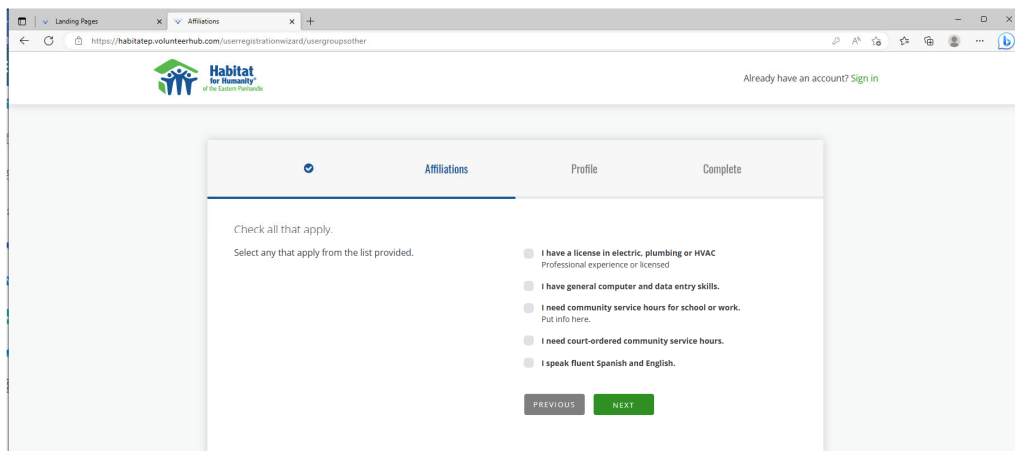
The screenshot shows the 'Sign In' page of the Habitat for Humanity of the Eastern Panhandle volunteer portal. The page features the organization's logo at the top left. The main content area is a white box with a blue header. On the left, there is a welcome message: 'Welcome to the Habitat for Humanity of the Eastern Panhandle volunteer portal! Please sign in or create an account to continue. If you forget your password, click the "Forgot password?" link below the password field.' On the right, there is a 'Sign In' form with fields for 'Username' and 'Password'. Below the password field, there is a checkbox for 'Keep me logged in' and a link for 'Forgot Password or Username?'. A green 'SIGN IN' button is located below the form. At the bottom of the white box, there is a link: 'Don't have an account? [Create New Account](#)'.

## Step 2: Create a Username and Password



The screenshot shows the 'Create an Account' page of the Habitat for Humanity of the Eastern Panhandle volunteer portal. The page features the organization's logo at the top left. The main content area is a white box with a blue header. On the left, there is a message: 'Thank you for your interest in volunteering with Habitat for Humanity of the Eastern Panhandle! Your decision to donate your time to HFHEP is greatly appreciated. You will need to create an account to get started. Please start by choosing a username and password that's easy for you to remember. Once your account information is complete, you may sign up for the next volunteer orientation session.' On the right, there is a 'Create an Account' form with fields for 'Username', 'Password', and 'Verify Password'. A green 'NEXT' button is located below the form. The browser address bar shows the URL: <https://habitatep.volunteerhub.com/userregistrationwizard/usernamepassword>.

## Step 3: Select any options which apply to you



The screenshot shows the 'Affiliations' page of the Habitat for Humanity of the Eastern Panhandle volunteer portal. The page features the organization's logo at the top left. The main content area is a white box with a blue header. On the left, there is a message: 'Check all that apply. Select any that apply from the list provided.' On the right, there is a list of five options with radio buttons: 'I have a license in electric, plumbing or HVAC Professional experience or licensed', 'I have general computer and data entry skills.', 'I need community service hours for school or work. Put info here.', 'I need court-ordered community service hours.', and 'I speak fluent Spanish and English.' Below the list, there are two buttons: 'PREVIOUS' and 'NEXT'. The browser address bar shows the URL: <https://habitatep.volunteerhub.com/userregistrationwizard/usergroupsother>.

Step 4: Fill out the Profile and complete the application.

The screenshot shows a web browser window with the URL <https://habitatstep.volunteerhub.com/userregistrationwizard/userdetails>. The page features the Habitat for Humanity logo and a navigation bar with "Profile" and "Complete" tabs. The main content area contains a form titled "Complete the form below." with a note that an asterisk indicates a required field. The form includes the following sections:

- Full Name:** A dropdown menu for "First" (with a red asterisk), a text input for "Last", and a dropdown for "M".
- Email:** A text input field with a red asterisk.
- Home Address:** A text input field.
- City, State, Zip:** Three separate text input fields.
- Home Phone:** A text input field.

Step 5: On home page toggle the view, Filter and register for Events, and view registered events.

The screenshot shows the home page of the Habitat for Humanity volunteer portal. The URL is <https://habitatstep.volunteerhub.com/vv2/>. The page features a navigation bar with "Events", "My Schedule", "Admin", and "Robin Kees" (with a dropdown arrow). The main content area includes a welcome message: "Welcome to the Habitat for Humanity of the Eastern Panhandle volunteer portal!" and a call to action: "With your help, we can make a difference!!". Below this, there is a filter section with "Events" and "Slots Remaining" dropdowns, and a "FILTERS" button. The main event listing for "MONDAY, 5/22/2023" features the "Doug Widmeyer Memorial Charity Golf Classic" with a "SIGN UP" button. The event details include: "9 AM - 5 PM", "Mon, May 22 at 9 AM - 5 PM (8 hours)", "8 slots remaining", and the location "The Woods, 1630 The Woods Road, Hedgesville, WV 25427".

Step 6: Access Account Settings

This screenshot is identical to the previous one, but with the account settings dropdown menu open for the "Robin Kees" user. The dropdown menu contains the following options: "Update Profile", "Change Password", "Manage Affiliations", "View Hours", "Notification Settings", "Language", and "Sign Out".

## Step 7: Reset Password

The screenshot shows a web browser window with the URL [https://signin.volunteerhub.com/Account/SignIn?ReturnUrl=%2Fconnect%2Fauthorize%2Fcallback%3Fclient\\_id%3D%2Fvolunteerhub%26response\\_type%3Dcode%26scope%3Dopenid%26code\\_challenge%3D...](https://signin.volunteerhub.com/Account/SignIn?ReturnUrl=%2Fconnect%2Fauthorize%2Fcallback%3Fclient_id%3D%2Fvolunteerhub%26response_type%3Dcode%26scope%3Dopenid%26code_challenge%3D...). The page features the Habitat for Humanity of the Eastern Panhandle logo at the top left. The main content area is a white box with a blue header and footer. The header contains the text "Sign In". Below the header, there is a welcome message: "Welcome to the Habitat for Humanity of the Eastern Panhandle volunteer portal! Please sign in or create an account to continue. If you forget your password, click the 'Forgot password?' link below the password field." The sign-in form includes a "Username" field with the text "rkees", a "Password" field with masked characters "\*\*\*\*\*", and a "Keep me logged in" checkbox. A "SIGN IN" button is located below the password field. A link for "Forgot Password or Username?" is positioned to the right of the password field. At the bottom of the white box, there is a link for "Don't have an account? Create New Account". The footer of the page contains copyright information: "© 2023 Cert Engineering, Inc. | Terms of Use | Copyright Management" and a disclaimer: "Cert Engineering, Inc. cannot guarantee the accuracy of information displayed on this page."

Sign In

Welcome to the Habitat for Humanity of the Eastern Panhandle volunteer portal!  
Please sign in or create an account to continue. If you forget your password, click the "Forgot password?" link below the password field.

Username  
rkees

Password  
\*\*\*\*\*

Keep me logged in [Forgot Password or Username?](#)

[SIGN IN](#)

Don't have an account? [Create New Account](#)

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