

CUV Volunteer

User Guide

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Introduction

CUVolunteer was launched in 2014, in response to a recommendation from the Board of Trustees and is an interactive resource that facilitates lifelong Cornell volunteer engagement opportunities. CUVolunteer is the place to go to connect and get involved and is your one-stop shop to launch on a volunteer adventure for Cornell. Just raise your hand, or suggest someone else you think is a great fit for a particular opportunity. This is where you will go to find a lot of interesting information about volunteering and great tools to support your efforts.

Where did CUVolunteer come from? It came from YOU! Over the years, Cornell alumni, parents, and friends—together with administrators and staff from the university's colleges and units—expressed the need for a coordinated, consolidated database of all Cornell volunteer opportunities. Now it exists! Find college alumni association opportunities, affinity activities, “Done-in-a-Day” one-time volunteer opportunities. We have them... all of them.

Explanatory videos on CUVolunteer functionality can be found on the volunteer resources website. <https://alumni.cornell.edu/volunteer/volunteer-resources/>



Glossary of Terms

Community	A community is a volunteer organization recognized by the University.
Community Administrator	Generally staff members who have access to all information about a community. This person can make changes to and create position descriptions, create and edit Done-in-a-Day opportunities, as well as review candidate nominations.
Community Member	Someone who is currently serving on the community. Community members have access to documents and contact information for other community members.
Dashboard	Your dashboard is all about you! Here you will see what communities you belong to, what selections you have made when creating your profile, recommended volunteer opportunities based on your profile and more!
Done-in-a-Day Opportunities	Done-in-a-Day Opportunities are one-off volunteer opportunities. You can now create these great engagement opportunities in one place and put out a call for help to all Cornell volunteers.
Impact	Your impact page outlines the expectations you have met for the specific volunteer role.
Ongoing Volunteer Opportunities	Volunteer opportunities that have a term, or specific length, associated with them.
Sign Up	Signing Up could mean two things: <ul style="list-style-type: none"> • Create a profile! You only need to do this once! • Sign up for a committee
Volunteer Resume	A list of your current and past volunteer roles since 2014.
Nominations Language	
Must Meet Eligibility Requirements	The nominee must meet specific requirements to be considered for the position.
Direct Appointment by Staff or Administration	The position is appointed by a staff member or administration.
Open (volunteers self-identify)	Candidates are able to raise their hand for this role. Nominations are not required.
Open only to staff nominations	Only university staff members are able to nominate a candidate for this position.
Submission of a nomination	The position is open for nominations by all members of CUVolunteer, including self-nominations.

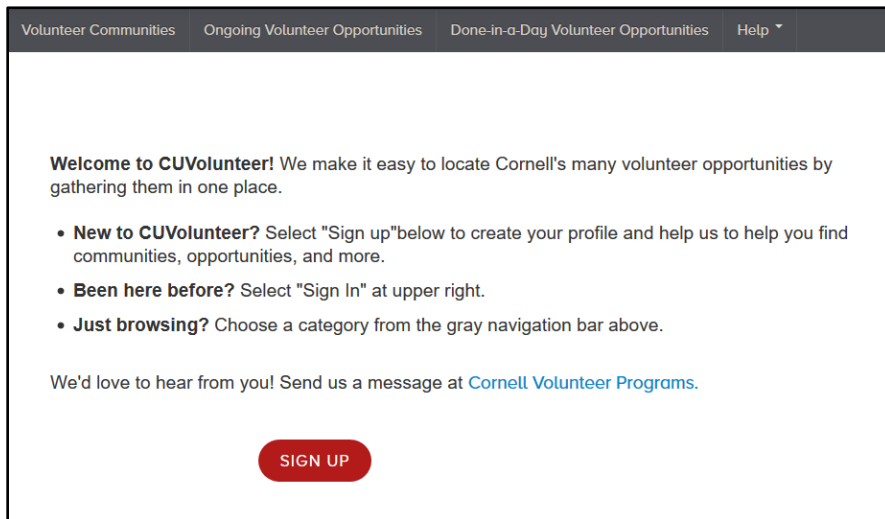
Getting Started

You'll need your Cornell NetID and password. Don't remember it? No worries, there's a link to NetID lookup right on the site. Or call CIT at 607-255-5500.

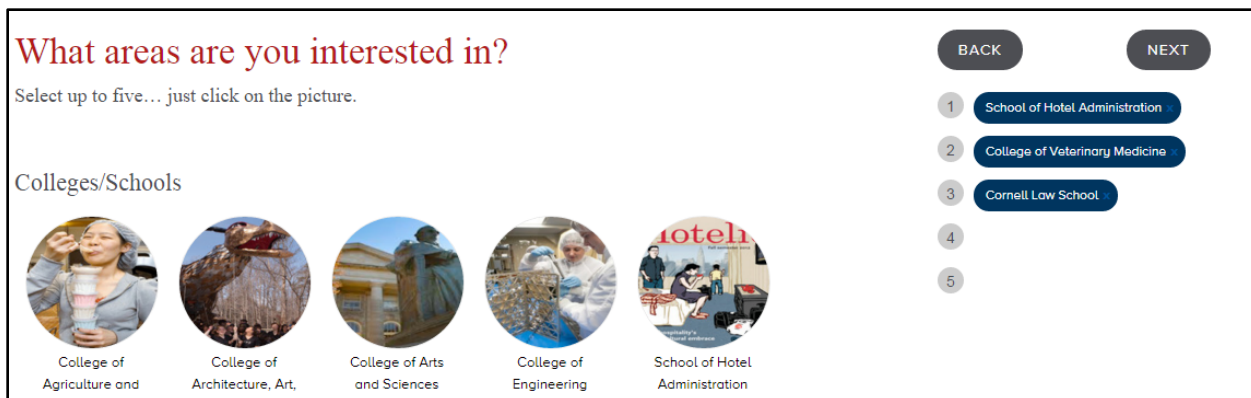
Begin by visiting the CUVolunteer website at <https://volunteer.alumni.cornell.edu/>.

Sign up and Create your Profile

1. Click on the red **Sign Up** button.

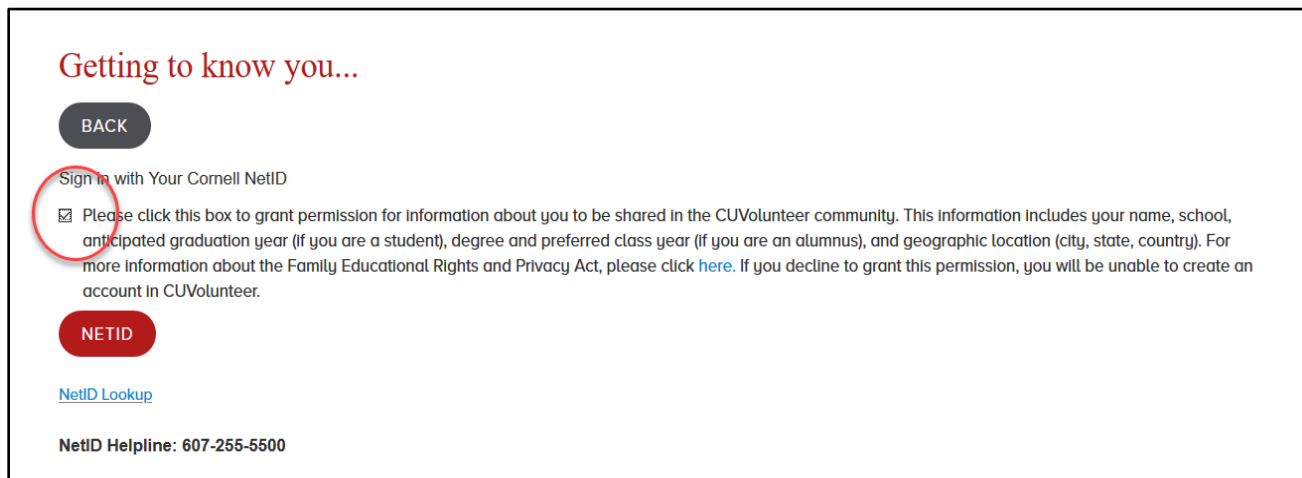


2. Interests: Select up to a total of five colleges/schools, departments/units, and/or affinities. You can rearrange their rankings by clicking and dragging the blue bubble to your desired ranking on the right-hand side of the page. Then click **Next**.



3. Skills and Experience: Continue this process with skills and experiences. You will be able to change all of these choices later if you would like.

4. Check the box in the middle of the page once you have agreed to grant permission for your information to be shared with other alumni. Then click the red **NetID** button.



Getting to know you...

BACK

Sign in with Your Cornell NetID

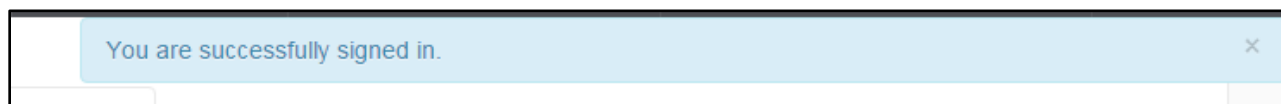
☒ Please click this box to grant permission for information about you to be shared in the CUVolunteer community. This information includes your name, school, anticipated graduation year (if you are a student), degree and preferred class year (if you are an alumnus), and geographic location (city, state, country). For more information about the Family Educational Rights and Privacy Act, please click [here](#). If you decline to grant this permission, you will be unable to create an account in CUVolunteer.

NETID

[NetID Lookup](#)

NetID Helpline: 607-255-5500

If you do not remember or know your NetID, you can look it up by clicking **NetID Lookup**. This will bring you to a search page where you can search for yours or someone else's NetID. A blue window will appear at the top of the page indicating that you have successfully signed in. An email from CUVolunteer will be sent to the email account you registered.

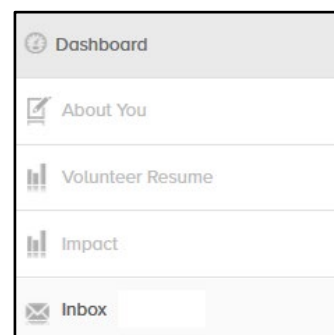


Your Dashboard

Once you've built your profile by signing up, the Dashboard will be your home base in CUVolunteer. This is where you can keep up with your Done-in-a-Day tasks and learn about additional Cornell volunteer opportunities. Access your Dashboard by clicking on your name in the upper right corner of the screen.

On the left:

- Dashboard: You're on it
- About You: Your Cornell interests, skills, and experience based on your profile; personal information; communities you follow; privacy settings; and tags, should you choose to use them
- Impact: Your communities and activities, past and present
- Inbox: Your emails to and from others in your community and in CUVolunteer



In the middle:

This is your list of recommended volunteer opportunities, organized by area of interest. These are matched based on your profile, showing which opportunities are a good fit for you. You can refine the list by checking the Opportunities Available Now box on the top. At the bottom of the screen is a second list of opportunities: Recommended Done-in-a-Day Volunteer Opportunities.

Recommended Volunteer Opportunities Based on Your Profile

Search Recommended Volunteer Opportunities

☐ Opportunities Available Now

FIND

On the right:

These are the Cornell volunteer communities of which you are a member and your Cornell Interests, Skills & Experience.

Your Communities

Cornell University Council (CUC)

Cornell University Council (CUC) Administrative Board

Cornell University Council (CUC) Mentoring Committee

View All

Cornell Interests, Skills & Experience

Cornell Interests

University-Wide

Regional Clubs

Student and Campus Life

Computing and Information S.

College of Agriculture and Life

Skills

Represent Cornell

Engage Individuals

Manage Projects

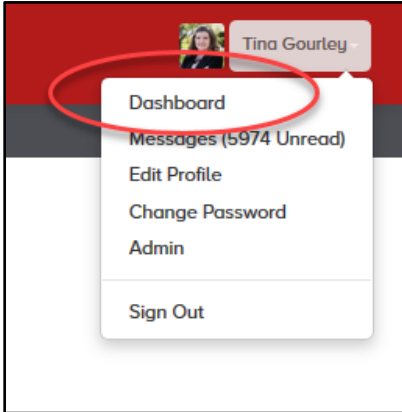
Lead a Group

Speak to Groups

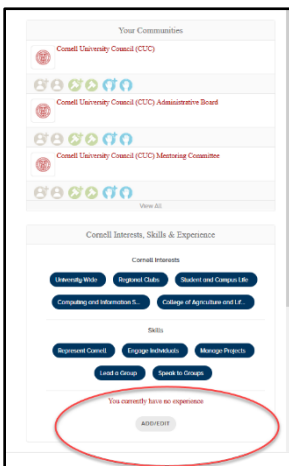
You currently have no experience

ADD/EDIT

Edit your Interests, Skills and Experiences



1. After signing in, navigate to your Dashboard by clicking the downward arrow next to your name in the upper right-hand corner of the screen and choosing **Dashboard** from the dropdown menu.



2. Your interests, skills and experience are listed on the right-hand side of the page. Scroll down to where it says **Add/Edit**. By clicking this gray button, you will see the same screen you filled out when you originally created your profile.

3. You can edit these preferences however you would like; remember, you can only choose five in each of the three categories.

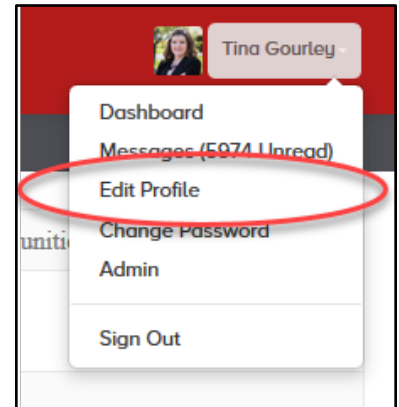
Add Cornell Interests, Skills, and Experience to your profile.
This will allow volunteer managers and other site members to know more about you.
It will also let us find opportunities you might be interested in.

Cornell Interests	Skills	Experience
<input checked="" type="checkbox"/> College Schools <input type="checkbox"/> College of Agriculture and Life Sciences <input type="checkbox"/> College of Architecture, Art, and Planning <input type="checkbox"/> College of Arts and Sciences <input type="checkbox"/> College of Engineering <input type="checkbox"/> Paul and Shapria Hahn School of Hotel Administration <input type="checkbox"/> College of Human Ecology <input type="checkbox"/> School of Industrial and Labor Relations <input type="checkbox"/> Samuel Curtis Johnson Graduate School of Management <input type="checkbox"/> Cornell Law School <input type="checkbox"/> College of Veterinary Medicine <input type="checkbox"/> Graduate School <input type="checkbox"/> Charles H. Dyson School of Applied Economics and Management <input type="checkbox"/> Jack B. Bruck School of Public Policy <input type="checkbox"/> Cornell Tech <input type="checkbox"/> Cornell SC Johnson College of Business Departments/Clubs <input type="checkbox"/> Administrative and Financial Aid <input type="checkbox"/> Athletics and Physical Education <input type="checkbox"/> Cornell Admissions Center for Sustainability <input type="checkbox"/> Baker Institute for Animal Health <input type="checkbox"/> Computing and Information Science <input type="checkbox"/> Cornell Career Services <input type="checkbox"/> Cornell Lab of Ornithology <input type="checkbox"/> Cornell Botanic Gardens <input type="checkbox"/> Cornell University Library <input type="checkbox"/> Cornell's Adult University <input type="checkbox"/> Herbert F. Johnson Museum of Art (HJMA) <input type="checkbox"/> Student and Campus Life Affiliates <input type="checkbox"/> Class Year <input type="checkbox"/> Diversity <input type="checkbox"/> Entrepreneurship at Cornell University	Communication <input type="checkbox"/> Layout and/or Design <input type="checkbox"/> Write and/or Edit <input type="checkbox"/> Speak to Groups Lead/Manage/Serve <input type="checkbox"/> Organize, Plan and/or Host Events <input type="checkbox"/> Lead a Group <input type="checkbox"/> Manage Projects <input type="checkbox"/> Serve on a Committee or Board Build/Maintain Relationships <input type="checkbox"/> Engage Individuals <input type="checkbox"/> Mentor <input type="checkbox"/> Represent Cornell	<input type="checkbox"/> Agriculture: Farming <input type="checkbox"/> Agriculture: Other <input type="checkbox"/> Animals: Animal Health & Conservation <input type="checkbox"/> Animals: Other <input type="checkbox"/> Arts & Culture: Distribution <input type="checkbox"/> Arts & Culture: Talent and Production <input type="checkbox"/> Consulting <input type="checkbox"/> Design/Planning <input type="checkbox"/> Education: Libraries & Museums <input type="checkbox"/> Education: Schools <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Finance: Banking <input type="checkbox"/> Finance: Financial Services <input type="checkbox"/> Finance: Investment Funds <input type="checkbox"/> Government & Law: Government <input type="checkbox"/> Government & Law: Legal Practice <input type="checkbox"/> Health: Healthcare Providers <input type="checkbox"/> Health: Healthcare Tech <input type="checkbox"/> Hospitality: Restaurants <input type="checkbox"/> Hospitality: Travel/Tourism <input type="checkbox"/> Manufacturing: Consumer Products <input type="checkbox"/> Manufacturing: Industrial Products <input type="checkbox"/> Media: Broadcast Media <input type="checkbox"/> Media: Internet-Based Media <input type="checkbox"/> Media: Print Media <input type="checkbox"/> Natural Resources: Energy <input type="checkbox"/> Natural Resources: Mining <input type="checkbox"/> Nonprofit <input type="checkbox"/> Real Estate: Construction <input type="checkbox"/> Real Estate: Management & Sales <input type="checkbox"/> Research <input type="checkbox"/> Retail <input type="checkbox"/> Services: Business <input type="checkbox"/> Services: Consumer Services <input type="checkbox"/> Technology: Hardware and Components <input type="checkbox"/> Technology: Software and Services

4. Click **Save**. This will bring you back to the dashboard, which will be newly customized from your updated profile.

Edit your Email address, Ethnicity and Privacy Settings

1. After signing in, click the downward arrow next to your name in the upper right-hand corner of the screen and choose from the dropdown menu.
2. Here you can select one or more ethnicities for self-identification. This is optional and for internal use only. Your search results for volunteer opportunities will not be influenced by your choice(s).



3. Review your Privacy Settings. It is recommended that you set your privacy setting to **Visible**.

Privacy Settings

☒ **Visible**
You are a visible user on the site. This means you can be searched for by community admins and site admins and show up as a member of any communities you belong to. You are considered a volunteer.

☐ **Hidden**
Only you and administrators of your communities know you exist on the site. You show up only on admin management screens and are not considered an active volunteer on the site. **Generally, Staff members performing admin only functions should choose this option.**

4. Click **Save**.

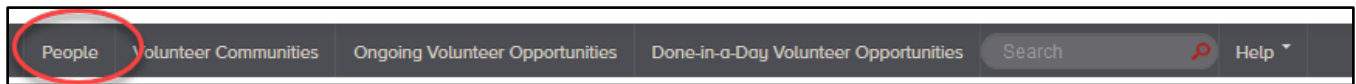
NOTE: When editing your address or email information, it is important to remember that this data is for CUVolunteer communications only. Your Cornell records will not be automatically updated when making any address changes on this screen. Please sign into the [Cornell Directory](#) to make address changes.

Navigating CUVolunteer

People Search

The people search is one of the most underutilized function on CUVolunteer. Here you can find people by location, Cornell interests, skills and experiences.

1. After signing in, navigate to your Dashboard by clicking the downward arrow next to your name in the upper right-hand corner of the screen and choosing **Dashboard** from the dropdown menu.
2. Click **People** in the gray navigation bar at the top of the page.



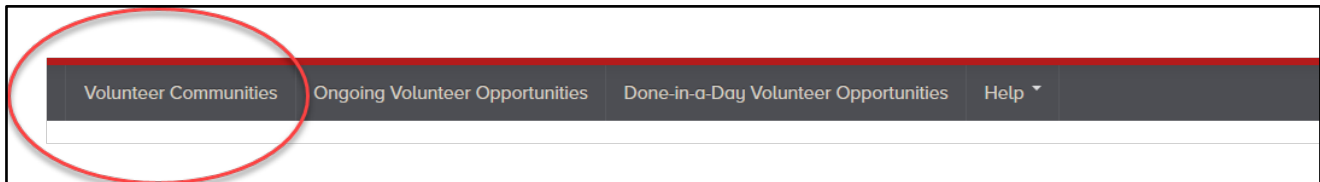
3. Enter your criteria and hit **FIND**.

A search form titled 'Search for People'. It includes a 'Name' input field with a red magnifying glass icon, a 'Location (e.g. city/state)' input field with a location pin icon, and a distance dropdown menu set to '50 mi'. Below these are three filter buttons: 'Filter by Cornell Interest', 'Filter by Skill', and 'Filter by Experience'. At the bottom left is a 'FIND' button.

Explore Volunteer Communities

Find out if your favorite college, affinity group or other community has a group you'd like to learn more about or join. You can search over 1200 Cornell volunteer communities by keyword, community name, location, activity, or affinity.

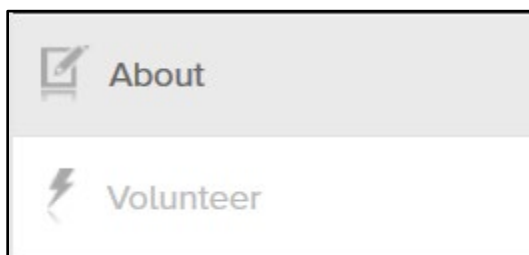
1. After signing in, navigate to your Dashboard by clicking the downward arrow next to your name in the upper right-hand corner of the screen and choosing **Dashboard** from the dropdown menu.
2. Click **Volunteer Communities** in the gray navigation bar at the top of the page.



3. Scroll through the alphabetical list, OR type a community name in the Name field at left, or a zip code, city, or state in the location field. Click **FIND**.

A screenshot of the 'Cornell Communities' search interface. At the top, it says 'Cornell Communities' in red. Below that is a section titled 'Search for Communities'. It contains three input fields: 'Name', 'Location (e.g. city/state)', and a distance dropdown menu set to '50 mi'. At the bottom of this section is a gray button labeled 'FIND'.

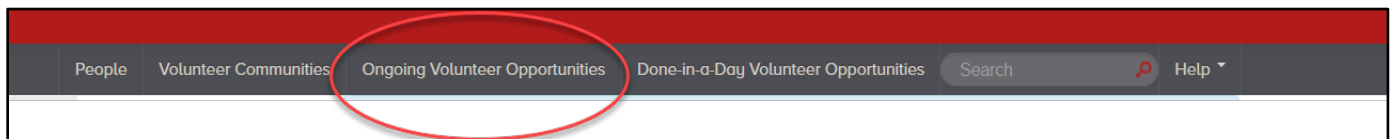
4. Locate the community and click on it.
5. Read the About Us page.
6. Click on **Volunteer** on the left-hand side of your screen to learn more about volunteer opportunities within that community.



Discover Ongoing Volunteer Opportunities

Are you interested in finding positions that focus on your skills and interests? Here you can browse over 3,000 volunteer opportunities, search by keyword for a particular volunteer position, and review full descriptions for most volunteer roles.

1. After signing in, navigate to your Dashboard.
2. Click **Ongoing Volunteer Opportunities** in the gray navigation bar at the top of the page.



3. Type a community name in Name field on left; a zip code, city or state in the Location field; or open Refine Search Results for more options. Click **FIND**.

A screenshot of the search form for ongoing volunteer opportunities. The form is titled 'Search for Ongoing Volunteer Opportunities' in red. It contains three input fields: 'Name', 'Location (e.g. city/state)', and a distance dropdown menu set to '50 mi'. Below the input fields are two checkboxes: 'Open Opportunities Only' and 'Non-geographically based Only'. At the bottom of the form are two buttons: 'REFINE SEARCH RESULTS' and 'FIND'.

4. Click on the position that interests you and find all the details.

Note: An alternative is to sign into CUVolunteer and view the list of Recommended Volunteer Opportunities based on your profile that are listed on your dashboard.

Raise Your Hand for a Done-in-a-Day Volunteer Opportunity

Are you interested in dipping a toe into the Cornell volunteer pool, or do you only have a bit of time on a certain day of a certain month in a certain location? Check out our Done-In-a-Day offerings.

This function is quick, simple and results-oriented. Done-In-a-Day opportunities are fun, social Cornell activities, and we have developed them so you can:

- Share on Facebook and Twitter
- Integrate an opportunity into a local community project
- Engage with other Cornell volunteers

Some examples: staff the welcome table at the club event, participate in a focus group for your college, or talk to a student about your industry or career. One time, one day and you're done.

1. After signing in, navigate to your Dashboard.
2. Click Done-in-a-Day Volunteer Opportunities on the gray navigation bar at the top.



3. A list of current opportunities will display that are within a 50-mile radius of you. If you would like to expand your search, navigate to the boxes on the left hand of your screen. Here you can search by:
 - a. Community Name
 - b. Location
 - c. Change the radius

A screenshot of the search interface for Done-in-a-Day Volunteer Opportunities. The title 'Search for Done-in-a-Day Volunteer Opportunities' is in red. Below it are three input fields: 'Name', 'Current Location' (with a green location pin icon), and a radius dropdown menu set to '50 mi'. A 'FIND' button is at the bottom left.

4. Click on an opportunity from the list displayed.

5. Review the information listed and then navigate to the **TASKS** section at the bottom of your screen.

The screenshot displays a volunteer opportunity page. At the top, there are sections for Location (130 E Seneca St, Ithaca, New York 14850, United States), Description (Members come together for an informal online social gathering), Date & Time (Start: Oct 25, 2021 at 12:00 AM End: Oct 26, 2021 at 12:00 AM), and Contact Info (Contact Name: Tina Gourley, Email: tlg5@cornell.edu). Below these is a navigation bar with tabs: TASKS (highlighted with a red circle and a red arrow pointing to the tasks below), VOLUNTEERING (0), and ADMIN. A message states: "OVP needs your help with this done-in-a-day volunteer opportunity, check out some volunteering tasks below: How do I sign up for a task?". Below this, there are three status indicators: a blue checkmark for "When you see this color, the role is available. Click on it to secure your spot.", a green checkmark for "When you see this color, you have committed to the role. If you need to opt out, red click on the color and it will release the role for another volunteer.", and a grey checkmark for "When you see this color the role is no longer available." The "Tasks" section contains three task cards: "Breakout Host" (1 hour, Oct 25-26, 2021, Lead discussions in breakouts, 0/25 volunteers needed), "Attendance Tracker" (1 hour, Oct 25-26, 2021, Take Attendance at event and email list to staff, 0/1 volunteers needed), and "Photographer" (1 hour, Oct 25-26, 2021, Take photos at event and send via email, 0/1 volunteers needed). Each task card has a blue checkmark icon.

6. To sign up for a task click on the blue check mark associated with the task. Once that is completed, it will change to green.

This is a close-up of the "Breakout Host" task card. It shows the task title, estimated duration (1 hour), start and end dates (October 25, 2021 12:00am to October 26, 2021 12:00am), and description (Lead discussions in breakouts). Below this, it indicates "Volunteers needed (1/25)" and "Who's volunteering?". A green checkmark icon is visible on the left side of the card, indicating that the task has been signed up for.

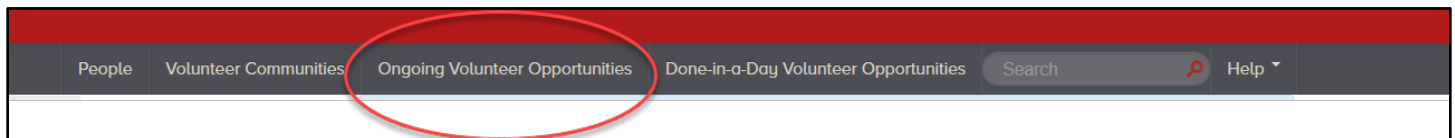
7. You will also have the option to add this directly to your calendar.

Learn How To...

Nominate Yourself or Someone Else for a Volunteer Role

There are several ways you can sign up for a volunteer role or nominate someone for an opportunity. If you have the link to the nomination form, just click on that and it will take you directly to the position description. Navigate to step 5. If you do not have the direct link please follow all of the steps below:

1. After signing in, navigate to your Dashboard.
2. Click **Ongoing Volunteer Opportunities** in the gray navigation bar at the top of the page.



3. Click Open Opportunities Only on the left. Click **Find**
4. Locate and click on the relevant position.
5. Review the position description.
6. Click the red Nominate button at the top of the position description.
7. Enter the name of the individual and his/her/their NetID, answer the questions, and click **Submit**. You'll see a "nominations saved" note at the top of the screen and will receive an automatic confirmation email from CUVolunteer.

Tips

- As you begin entering names in the candidates First and Last name field, names and locations of alumni who are already members of CUVolunteer, will begin to auto populate. Please be sure you are selecting the right candidate. When you select a name already in the system, the name, NetID and Class Year will auto-populate for you.

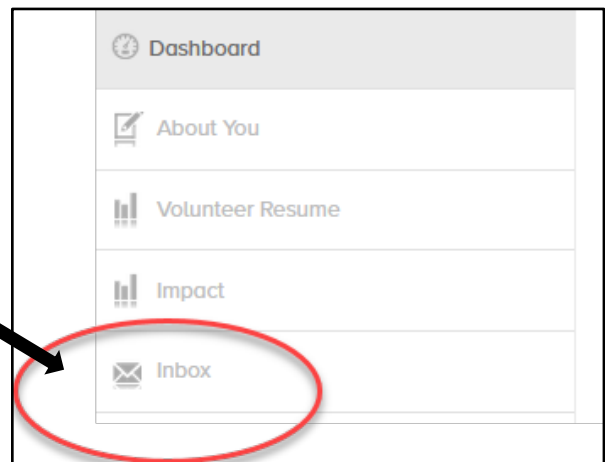
Candidate		
First and Last Name	NetID	Class Year
Heather	NetID	
<div>Heather Allen (Ithaca, NY, USA)</div> <div>Heather Wells (Ithaca, NY, USA)</div> <div>Heather Abbott Vogel (Roslyn, NY, USA)</div> <div>Heather Kientz (Portland, OR, USA)</div> <div>Heather Madland (Ann Arbor, MI, USA)</div> <div>Heather Sigel (Boston, MA, USA)</div> <div>Heather Severs (Pacific Palisades, CA, USA)</div> <div>Heather Ford Weber (Greenville, SC, USA)</div>		

- If your candidate is not in CUVolunteer, you can enter their name and NetID from scratch.
- If you need help finding the NetID for your candidate you can hover of the information icon or contact ovp@cornell.edu.

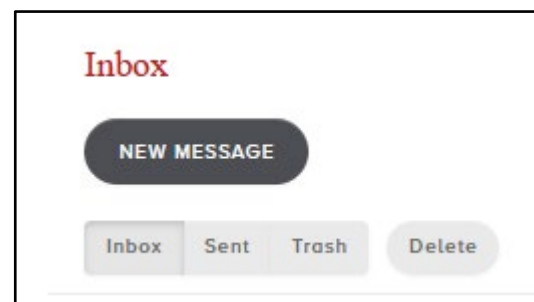
Send Messages

CUVolunteer provides a great opportunity for you to send email messages to someone without knowing their direct email address. When sending the message, it goes to the person's listed email address as well as to their CUVolunteer Inboxes.

1. After signing in, navigate to your Dashboard
2. Click Inbox at the left.



3. Your Inbox contains any messages you have received or sent from CUVolunteer.



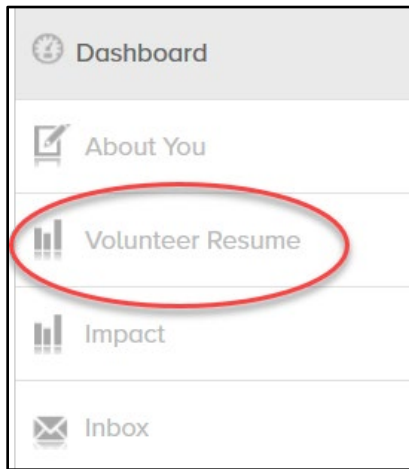
4. To send a message, click New Message.
5. Complete the fields in the Compose New Message window. If your addressee's name does not appear when you type in the To field, they do not have a system profile and you cannot send them an email through CUVolunteer.

Tip: Clean out your inbox periodically. At this time, we cannot do mass deleting of email messages.

View Your Volunteer Resume

Your volunteer resume is a great way to view your current and past volunteer roles. Please note that volunteer roles prior to 2014 are not reflected in CUVolunteer. If you do not see a current volunteer role listed, please check with your staff liaison for that volunteer community.

1. Sign into CUVolunteer. You should be at your Dashboard at this time.
2. On the left-hand side of the screen, click **Volunteer Resume**



View your Impact Page

Your Impact Page provides relevant data about the completion of expectations within a specific volunteer role. You can see if you have completed each of the action items, but keep in mind the data is reliant upon the staff liaisons addition of the information.

Currently this functionality is being tested and additional information is forthcoming.

Need more help?

Please contact Cornell Volunteer Programs at ovp@cornell.edu.