

## **Using an Android App to Record Your Guild Volunteer Hours (v1.1)**

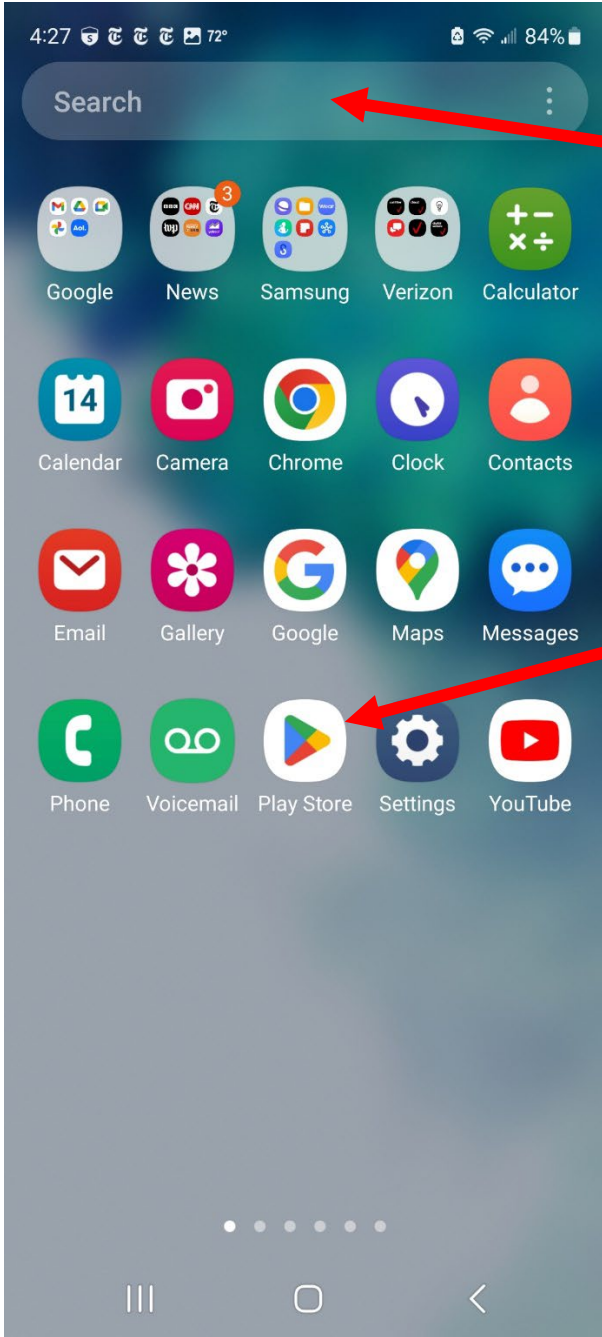
If you are a volunteer with the Heard Museum Guild and you would like to use an Android Volgistics App to log your service hours, please follow the instructions and illustrations outlined in the document.

Note this guide is ONLY for Android users. If you have an Apple iPhone, there is a separate guide for those devices.

Please follow the instructions on the subsequent pages using the notes as outlined for each step in the process of downloading and initial VicNet Log-In process.

Once you have downloaded and installed the VicNet app on your phone and logged in once, the next time you wish to enter your volunteer hours, you merely need to click the VicNet app. The entry screen for the VicNet app is nearly identical to screen that you see when you log into Volgistics via an Internet browser.

In preparation for downloading the Volgistics app, you will need to locate the Play Store icon.

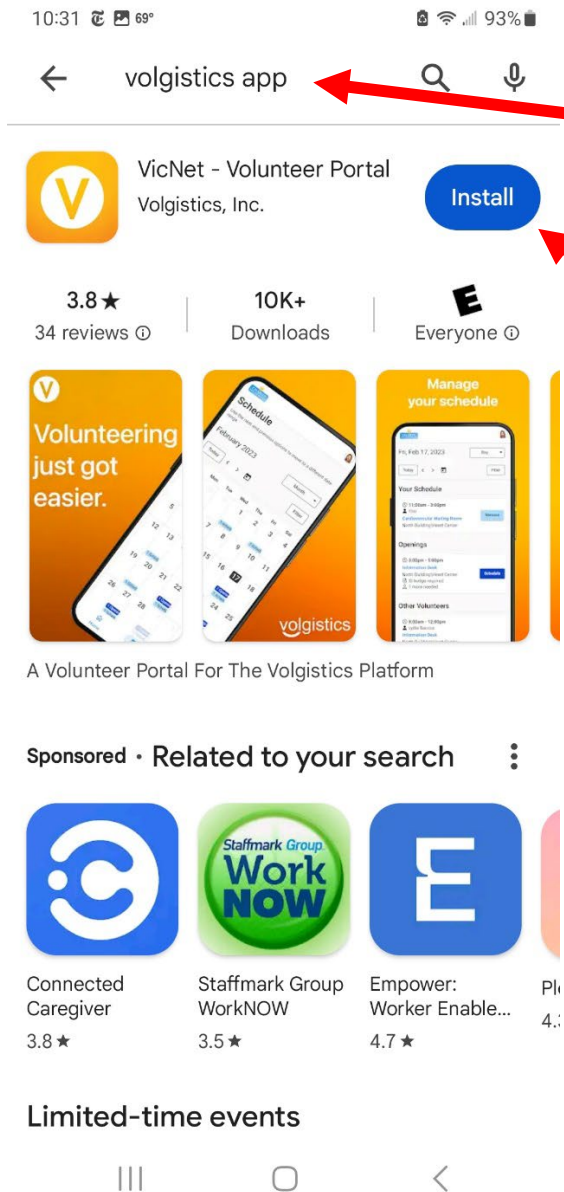


**Search for the Play Store app.**  
If you cannot easily locate the Play Store app, then you can search all your apps using the search window. Type “Play Store”

**Locate the Play Store app.**  
This is what the Play Store icon looks like. Depending upon the number of apps on your phone, you may need to scroll through several screens (or search for the app – see above).

Clicking on the Play Store icon opens the Play Store. Use the top search window to search the Play Store find and install the Volgistics App (which is called VicNet).

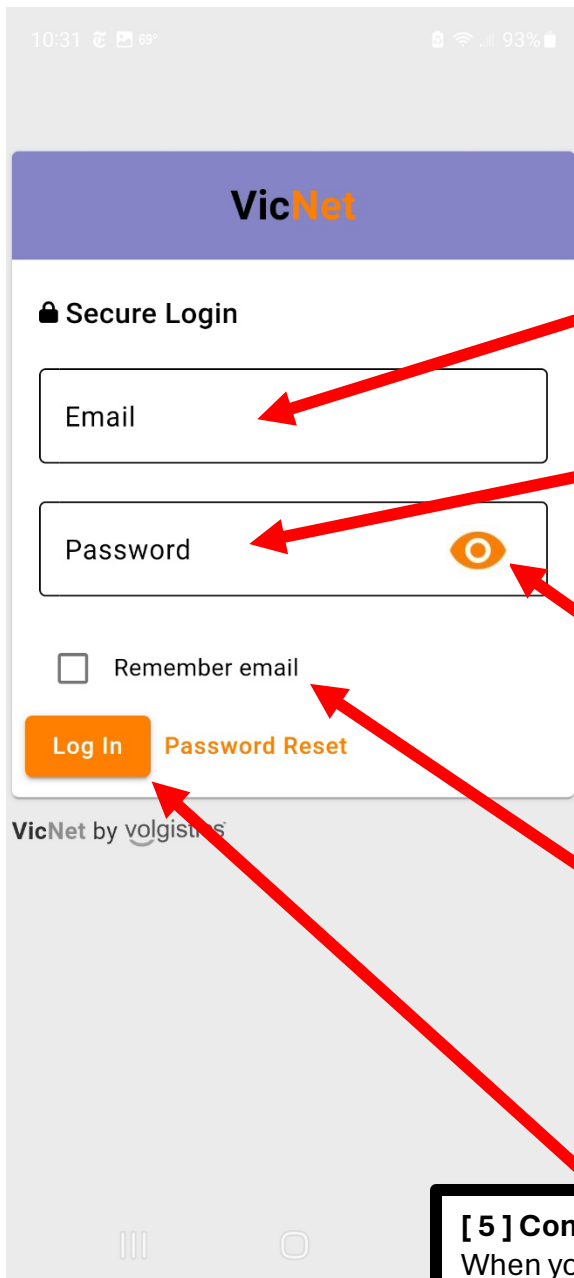
Enter “VicNet – volunteer portal” or just “volgistics app” in the search box and will see a screen with the following image. In response, click the “Get” button.



**[ 1 ] Search for the VicNet application within the Play Store app.**  
Type “volgistics app” or “vicnet – volunteer portal” in the search box and hit the search icon (the magnifying glass).

**[ 2 ] Install the VicNet application.**  
Your screen may display several options. Locate the VicNet icon and click on it. Click the “Install” button for VicNet.

**[ 3 ] Open the VicNet application.**  
The “Install” button will change to an “Open” button. Click on the Open button so you can log in for the first time; see next page.




**[ 1 ] Enter your Guild member email.**

This is the email address associated with your Guild membership.

**[ 2 ] Enter your Guild member password.**

This is the password associated with your Guild membership.

**[ 3 ] View your password as you type.**

If you would like to view your keystrokes as you type, click the “eyeball”  to reveal the text as you type it.

**[ 4 ] Select “Remember email” checkbox**

Click here if you want to launch VicNet in the future WITHOUT requiring the entry of email and password.

**[ 5 ] Complete the Log In process**

When you have entered and reviewed your email and password, click the “Log In” button.

**(IMPORTANT NOTE:**

**If you have forgotten your password, or you want to change your password, go to pages 8-9 for instructions.)**

**Remember, if you click the option to “Remember email” during your initial Log In (as described above), you will not be required to provide your email and password when you open the Vicnet app after that.**

When you click the “Log In” button, you will see the “Home” screen; follow the instructions below.



## Home



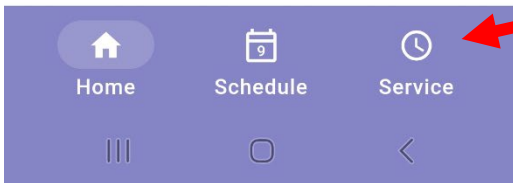
**Guild Rosters**

Membership Roster, March 2024

Active and LOA Las Guias, May 15, 2023

Meeting Minutes and Financial Statements

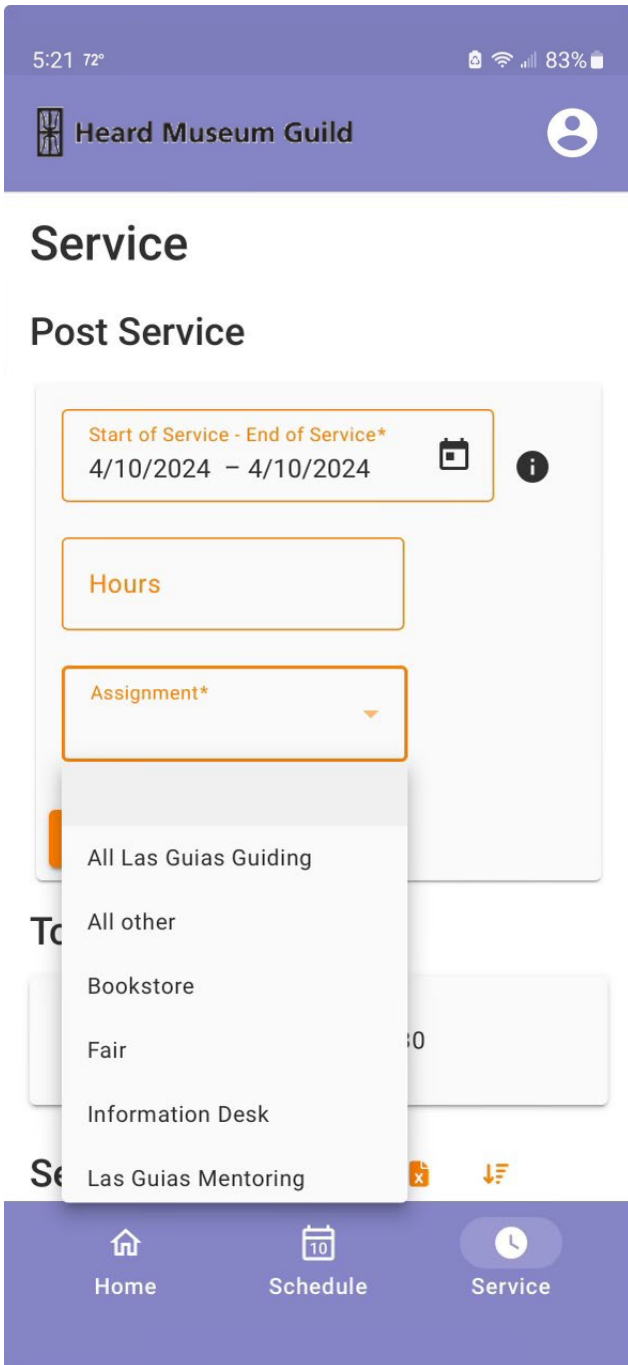
Click Here



**Select the “Service” icon.**  
Once you select the “Service” icon your next screen will be nearly identical to the screen you would see if you were using an Internet Browser.

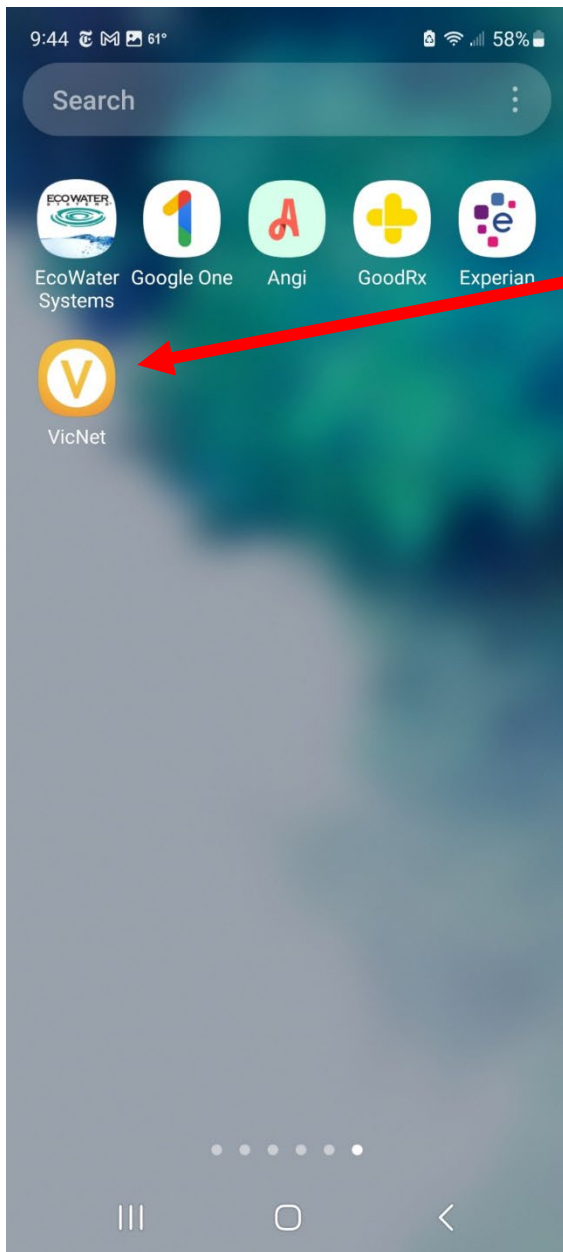
Below is an example of the VicNet screen that appears when you have chosen the "Service" button as described on the prior page.

At this point, the screen below (as displayed by the VicNet app) is identical to the page you would normally see when posting your volunteer hours via an Internet browser.



The next time you want to use the VicNet app, simply find the app on your phone. The app icon will probably appear on the last of the screens that list your apps (see screenshot below).

Click on the icon, and the VicNet Log In page will appear. If you checked the “Remember email” box when you installed the app and logged in for the first time, subsequent launches of VicNet will not require your email or password.

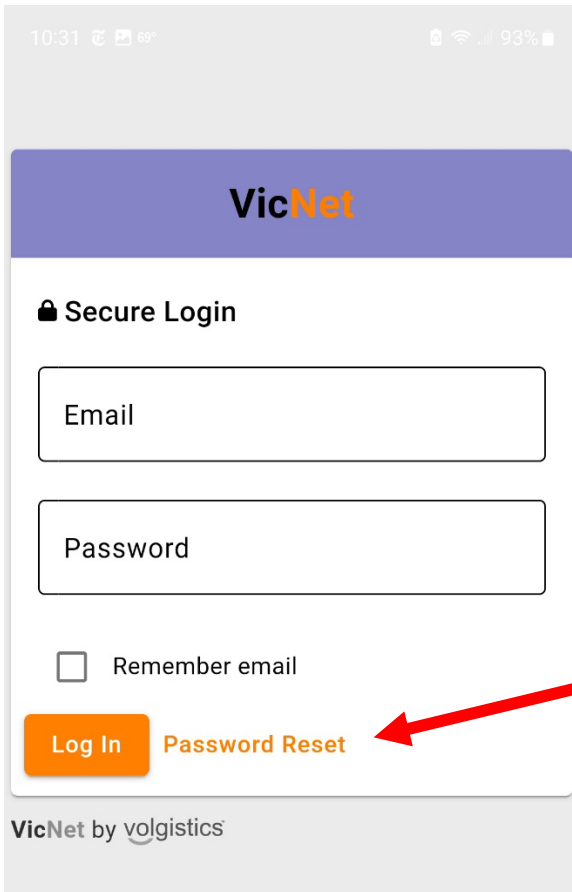


**Locate the VicNet application.**  
Click the “VicNet” icon to launch the app and reach the Log In page.

## Forgot Your Password? Want to Change Your Password?

If you can't remember your password during the VicNet setup, or you want to change your password, follow these steps:

1. Click the "Password Reset" on the login page.



The screenshot shows the VicNet login interface. At the top, there's a purple header with the VicNet logo. Below it, the text "Secure Login" is displayed with a lock icon. There are two input fields: "Email" and "Password". Below the "Password" field is a checkbox labeled "Remember email". At the bottom of the login form, there are two buttons: an orange "Log In" button and a "Password Reset" link in orange text. A red arrow points from a callout box to the "Password Reset" link.

Click the "Password Reset" link if you forgot your password or you want to change your password.

(continued next page)



2. You will receive an email from "Heard Museum Guild". See the example below.
3. Follow the instructions in the email to reset your Guild member password.
4. Please remember/record this password for future use.

**From:** "Heard Museum Guild" <memberrecords@heardguild.org>  
**Subject:** Logging in to Guild Records  
**Date:** April 11, 2024 at 18:23:01 MST  
**To:** < your email address >  
**Reply-To:** memberrecords@heardguild.org

Below is the password information you will need in order to log in to your Personal Guild records and other restricted material like the Membership Roster.  
Go to our website, [www.heardguild.org](http://www.heardguild.org), and select from the My Records menu at the top of the page.

Please click [here](#) to reset the password for Rick Young (Coordinator). For security reasons, this link is only valid for 24 hours.

It is recommended that you create your own personal password to access your records and Guild restricted material.  
If you would like to change your password at any time, log in to your Personal Guild Records using your password as shown above. You can then click on the "Account" tab and make your changes.

Please note: New passwords must be at least 8 characters long and must contain a combination of letters and numbers.