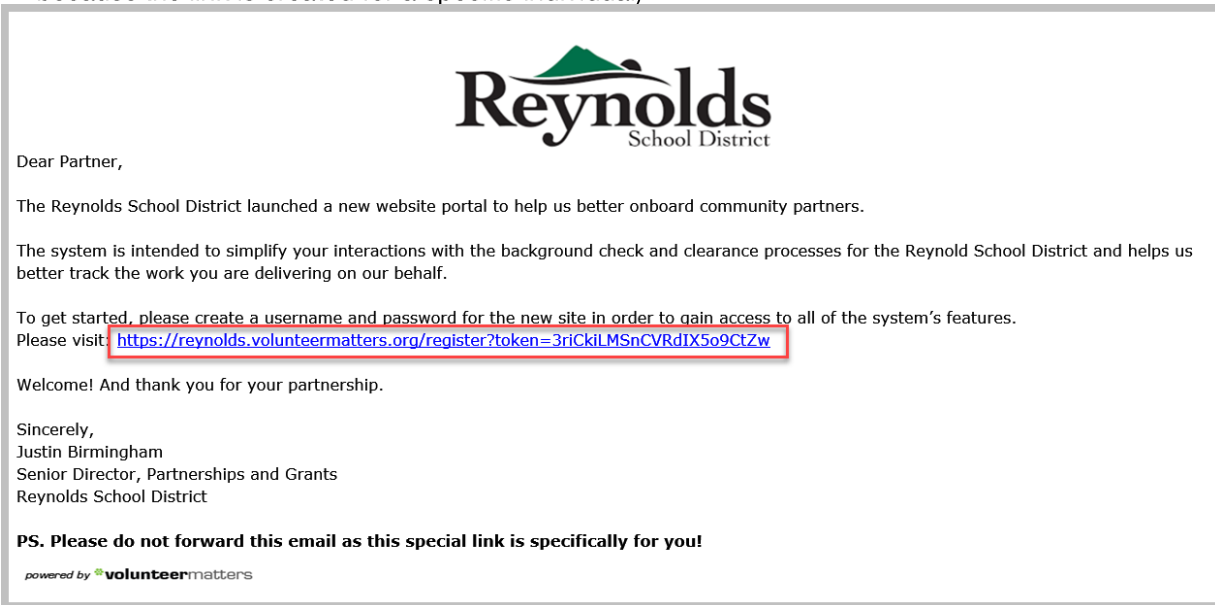


# Department Partnerships & Grants Activate Community Partner Account

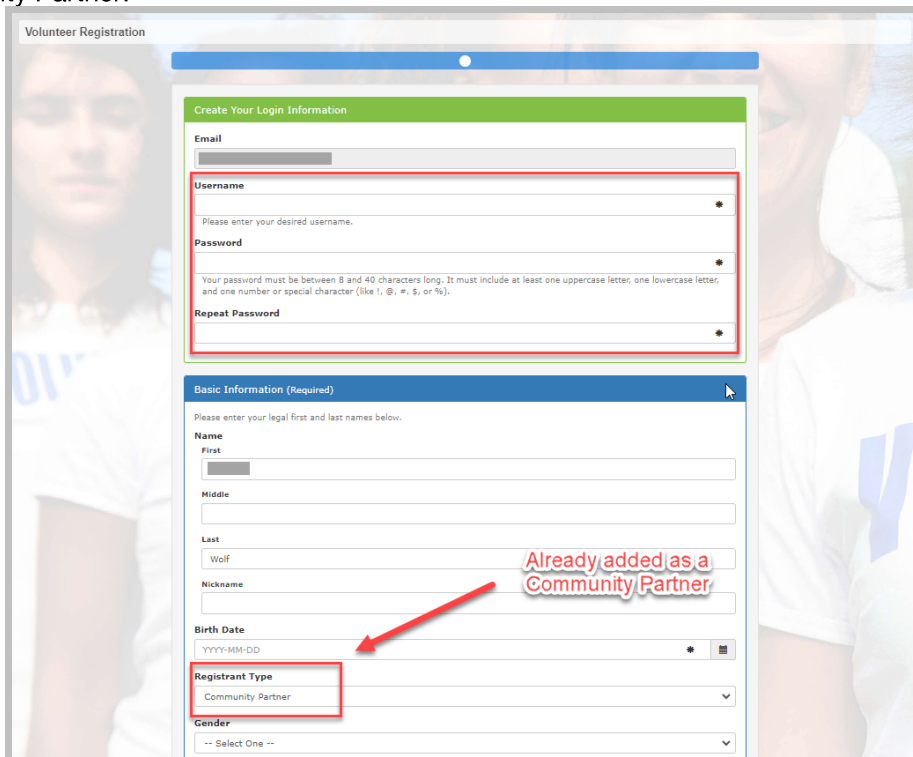


Welcome to Reynolds School District's new website portal called **"Volunteer Matters"** You will get an email invitation to activate your account.

1. From your email, click the **link**, to go to your account. (Note: you cannot share this link with others, because the link is created for a specific individual)



2. Don't worry when you see **"Volunteer Registration"** on the top left, you should already register as a Community Partner.



# Department Partnerships & Grants Activate Community Partner Account



3. Create your username and password and enter all the required information with an **asterisk ( \* )**. Check ✓ **CAPTCHA** and click the **Continue** button.

The screenshot shows a form with four sections, each with a dropdown menu and a checkmark icon:

- New Hire or Returning Staff**: "New Hire" selected. Question: "Are you a new hire or returning staff member?"
- Previously Cleared by ODE**: "Yes" selected. Question: "Have you been previously cleared by ODE with another school district?"
- Need Badge with Door Access**: "Yes" selected. Question: "Do you need a badge with door access?"
- Need Synergy Access**: "Yes" selected. Question: "Do you need Synergy access?"

At the bottom, there is a CAPTCHA section with a green checkmark and the text "I'm not a robot". Below the CAPTCHA is a blue button labeled "Continue", which is highlighted with a red rectangular box.

⚠ If you are a community partner from Champions, you will see “**Central Background Registry (CBR)**” that you would need to update the **CBR Clearance Letter** here, or you can upload the file later.

The screenshot shows a message box with a blue header "Central Background Registry (CBR)". Inside the message box, there is an information icon (i) and the text:

Dear Partner,

If you are supporting Reynolds School District through Champions at Troutdale Elementary School or Sweetbriar Elementary School.

Please upload your CBR clearance letter that you received by mail from the Department of Early Learning and Care that you have active status with an expired date in their registry.

Thank you

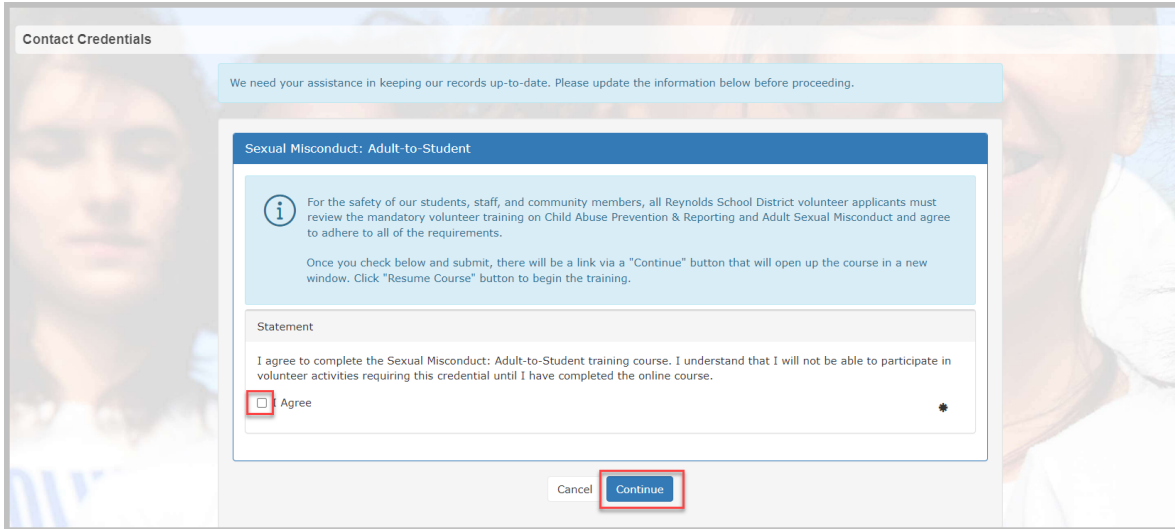
Below the message box is a "File Upload" section with an asterisk (\*). It contains a "Choose Files" button (highlighted with a red box) and the text "No file chosen". Below this is a checkbox labeled "I will upload file(s) later".

**Please note that:** all partners now are required to complete two (2) training.

- a. Child Abuse: Mandatory Reporting
- b. Sexual Misconduct: Adult-to-Student

4. After clicking the **Continue** button, you will see the training information and acknowledgment that you have to click **✓ I Agree** and click **Continue** button twice.

*Sexual Misconduct: Adult-to-Student*



Contact Credentials

We need your assistance in keeping our records up-to-date. Please update the information below before proceeding.

**Sexual Misconduct: Adult-to-Student**

*i* For the safety of our students, staff, and community members, all Reynolds School District volunteer applicants must review the mandatory volunteer training on Child Abuse Prevention & Reporting and Adult Sexual Misconduct and agree to adhere to all of the requirements.

Once you check below and submit, there will be a link via a "Continue" button that will open up the course in a new window. Click "Resume Course" button to begin the training.

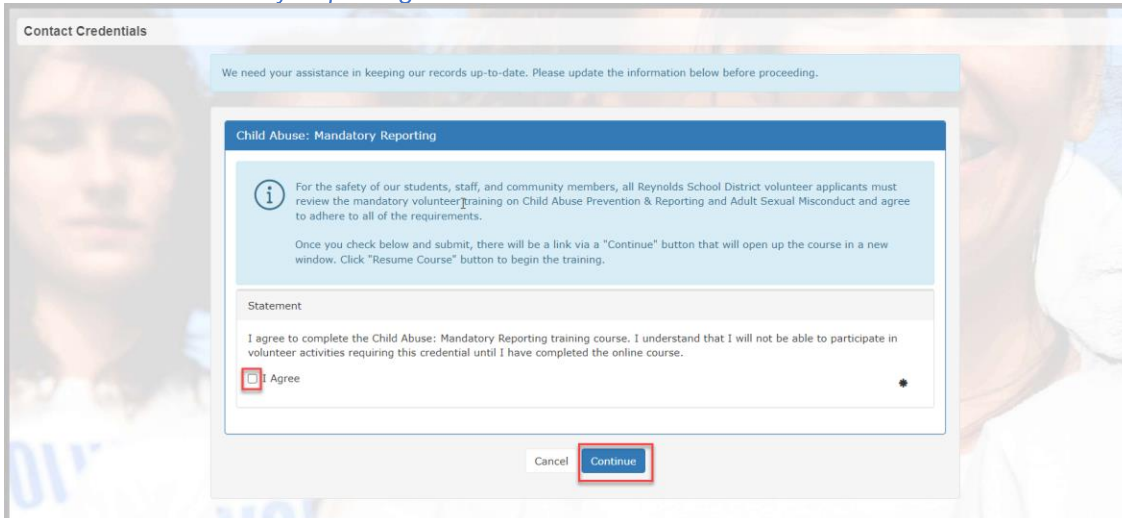
Statement

I agree to complete the Sexual Misconduct: Adult-to-Student training course. I understand that I will not be able to participate in volunteer activities requiring this credential until I have completed the online course.

Agree \*

Cancel **Continue**

*Child Abuse: Mandatory Reporting*



Contact Credentials

We need your assistance in keeping our records up-to-date. Please update the information below before proceeding.

**Child Abuse: Mandatory Reporting**

*i* For the safety of our students, staff, and community members, all Reynolds School District volunteer applicants must review the mandatory volunteer training on Child Abuse Prevention & Reporting and Adult Sexual Misconduct and agree to adhere to all of the requirements.

Once you check below and submit, there will be a link via a "Continue" button that will open up the course in a new window. Click "Resume Course" button to begin the training.

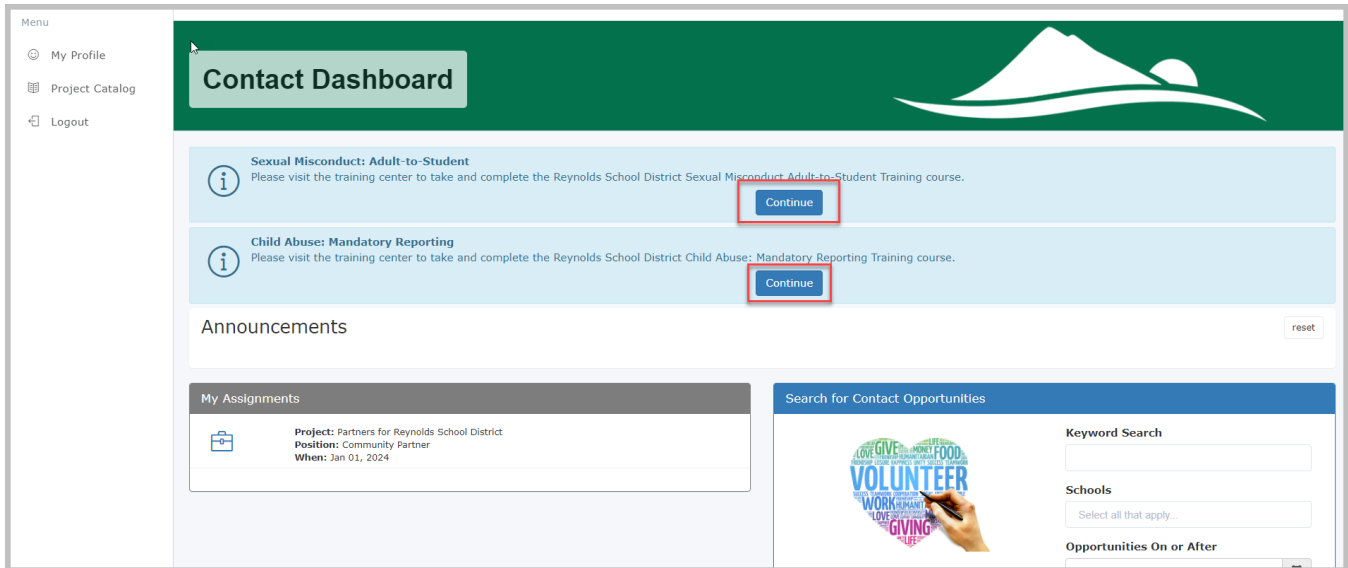
Statement

I agree to complete the Child Abuse: Mandatory Reporting training course. I understand that I will not be able to participate in volunteer activities requiring this credential until I have completed the online course.

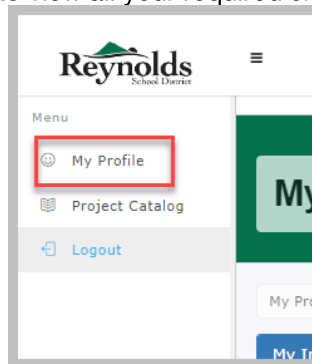
Agree \*

Cancel **Continue**






- Then, it will take you to the Dashboard page where you can start the training by clicking **Continue** buttons, or you can come back and finish this process later.



- Click **My Profile** on the left-hand side to view all your required credentials.



**My Credentials**

	<p><b>Sexual Misconduct Verification</b>                      Status: Approved                      Start: 2024-03-13                      Expiration: 2025-03-13</p>
	<p><b>Sexual Misconduct: Adult-to-Student</b>                      Requires Attention                      Status: Incomplete                      Start: 2024-03-13                      Expiration: 2027-03-13</p>
	<p><b>ODE Fingerprint &amp; Background Check</b>                      Status: Incomplete                      Start: 2024-03-13</p>
	<p><b>Badge Photo &amp; Pick Up Agreement</b>                      Status: Incomplete                      Start: 2024-03-13</p>
	<p><b>Child Abuse: Mandatory Reporting</b>                      Requires Attention                      Status: Incomplete                      Start: 2024-03-13                      Expiration: 2027-03-13</p>

### Icon Meaning



You don't need to do anything. This credential has been completed and approved.



This means that we are still waiting for information, such as ODE clearance and your badge photo, etc.



This means, there is training you have to complete



This means, your credential has expired, contact [partners@rsd7.net](mailto:partners@rsd7.net) for more information.

# Department Partnerships & Grants Activate Community Partner Account



\*\*\*If your profile **Dashboard** shows a **Badge Photo & Pick Up Agreement**

**Sexual Misconduct: Adult-to-Student**  
Please visit the training center to take and complete the Reynolds School District Sexual Misconduct Adult-to-Student Training course.  
[Continue](#)

**Badge Photo & Pick Up Agreement**  
Reminder: This credential requires file upload(s) to be completed. To complete this application or for more information, click the button below.  
[Complete Application](#)

**Child Abuse: Mandatory Reporting**  
Please visit the training center to take and complete the Reynolds School District Child Abuse: Mandatory Reporting Training course.  
[Continue](#)

You can simply **sign** to acknowledge the badge pick-up agreement and **upload your badge photo** here, and the Access team will review and approve/deny your badge photo. If your badge is approved and ready, you will get an email notifying you that your badge is ready to pick up with the location.

### Badge Photo & Pick Up Agreement

All Reynolds community partners are required to have a badge for identification purposes. Please submit a badge photo that meets the following requirements:

**File specifications:**

- JPEG
- File Name: LName\_FName\_yyyymmdd (e.g. Doe\_John\_20220819), with the date representing the date the photo was taken

**Photo specifications:**

- Recent, color photo (last 6 months)
- Clear, with good resolution (no blurring or small/low-resolution images)
- Taken in front of a plain, solid-colored background with sufficient, bright lighting (no background lines such as door panels, brick mortar, or wall separations)
- Taken in full-face view directly facing the camera, with clear view of head and shoulders (face should be straight-on; head not tilted, photo shoulder-width with space above head)
- Neutral facial expression or smile, with both eyes open
- No hand gestures
- No hat or head covering that obscures the hair or hairline unless worn daily for a religious purpose (this includes sunglasses on top of the head, which should be removed)
- No headphones, wireless hands-free devices, or similar items
- Regularly worn prescription glasses, hearing devices, or similar articles are OK, but dark/tinted glasses should be avoided unless needed for medical reasons, and photo should be taken to avoid glare (slight downward tilt of glasses, removing glasses, turning off the flash)

**Statement**

Reynolds School District issues badges to individuals who have been cleared to work with or for the district. By signing this agreement, you certify that you have read and agree to abide by the expectations for district badge holders:

- I will wear my badge in plain sight at all times while on district property.
- When not in use, I will keep my badge in a secure location.
- I will not share my badge with anyone nor give access to unauthorized personnel.
- If I am provided an alarm code, I will keep the code confidential and will not save it near my badge nor share it with anyone.
- If I lose my badge, I will immediately notify [access@rsd7.net](mailto:access@rsd7.net), as well as my supervisor or district contact, for prompt badge deactivation.
- When I end my assignment with Reynolds School District or on Reynolds School District property, I agree to promptly return my badge (in person) to my supervisor, school/department secretary, or district contact for forwarding to Access.
- If I am not an employee of Reynolds School District, I understand that the organization for which I work or volunteer will be held liable for any damages or losses that occur due to negligence or a lack of adherence to these policies.

**Signature**

Type your first and last name here \*

**File Upload \***

[Choose Files](#) No file chosen

I will upload file(s) later

[Cancel](#) [Continue](#)

If you have any issues logging in to your account, please contact: [partners@rsd7.net](mailto:partners@rsd7.net)