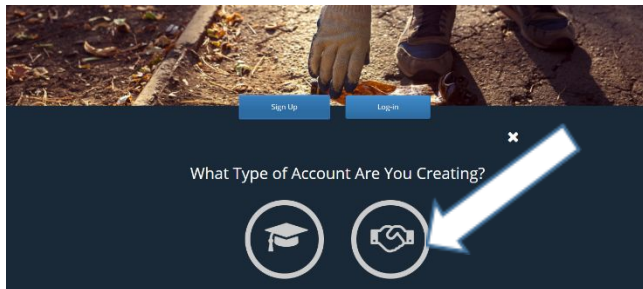




## Office of Service Learning and Mentorships Business and Community Partner Resource

### Registering for the Service Learning Portal

1. You can register for the portal by selecting sign up and choosing the business/community partner icon to indicate you are a partner.



2. Once you select the partner icon, select the blue next box that appears at the bottom right of the screen.



3. Fill in the required fields to create your account.

A registration form with a dark blue background. It contains four white input fields: "Business Name", "Email Address", "Password", and "Confirm Password". At the bottom right, there are two blue buttons: "Previous" and "Create Account".

You are now registered for the portal and, and you now can enter information for your profile. Make sure to select the "I agree" option at the bottom of the screen to indicate that you have completed the business/community partner agreement provided by AACPS Office of Service Learning.

#### AACPS Service Learning and Mentorships Student Expectations

I have read, understand and agree to all the terms presented in the Service Learning and Mentorships Community Partner Agreement. By clicking I agree I am indicating with an electronic signature that I agree to all terms.

I Agree



4. Once you have registered, and your registration has been accepted by the Service Learning Portal Facilitator, you will be able to login. Upon login, you will be taken to your dashboard page, which will allow you to navigate through the portal.

The opportunities you have provided are listed on this page for you to access easily. This page also provides icons for you to manage your account. See the icon reference sheet for more information on the function of each icon.

Dashboard

Additional Partnership Opportunities

AAACPS values the relevance, rigor, and relationship that our community partners bring to our students' learning experience. Please Check the box(es) below if you would like to support our students by:

- Serving as a guest speaker during a class, school, or district event
- Inviting (chaperoned) students to visit your organization for a job shadowing or field trip experience
- Serving as a mentor or community volunteer with one of our mentorship programs
- Recommending a colleague to partner with AAACPS as a mentor, guest speaker, job shadowing host
- Supporting in an additional manner that is not listed above

Oct 01	Save the Trees! Test	5
Jul 03	SERC Environmental Classes (For Elementary Students) Classes to encourage environmental awareness amongst students	1
Aug 21	Environmental Education Programs (Copy)	0

In order to view the details of your published opportunities, including students who are signed up to serve, select the desired opportunity. This will bring you to the service opportunity page. From this page you can see the time slots and how many students in each. See the icon reference sheet for more information on the function of each icon.

Save the Trees!  
Opportunity begins in 17 Days

4 Students Registered Approve all hours

12:30pm - 2:30pm

steve student Arundel High	0
Test Student Glen Burnie High	4

9:00am - 12:00pm

Chad Koepf Annapolis High	0
Valerie Volunteer Annapolis High	0

Note: You will want to print out the roster for the volunteer coordinator to have for the day of the event or opportunity. It will provide the students' phones numbers and the numbers of



their emergency contacts. This list is confidential and should not be shared with anyone except the coordinator of the event and the partner contact.

If you have any questions that are not answered in the FAQs or Icon Reference Sheet, please contact the AACPS Office of Service Learning and Mentorship at 410-222-5391.