

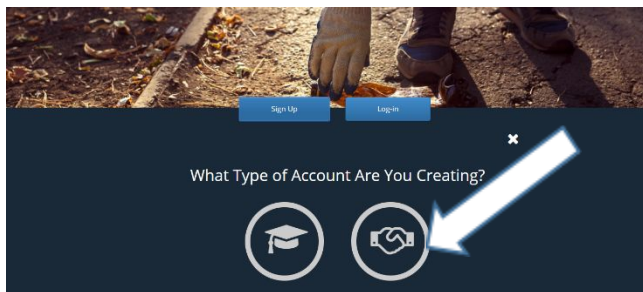


Office of Service Learning and Mentorships Business and Community Partner Resource:

Registering for the SL Portal and Posting a New Service Opportunity

Registering for the Service-Learning (SL) 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 background. It contains four white input fields labeled "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! Once registered, you will be directed to enter information for your Partner Profile. Once you have done so, be 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.

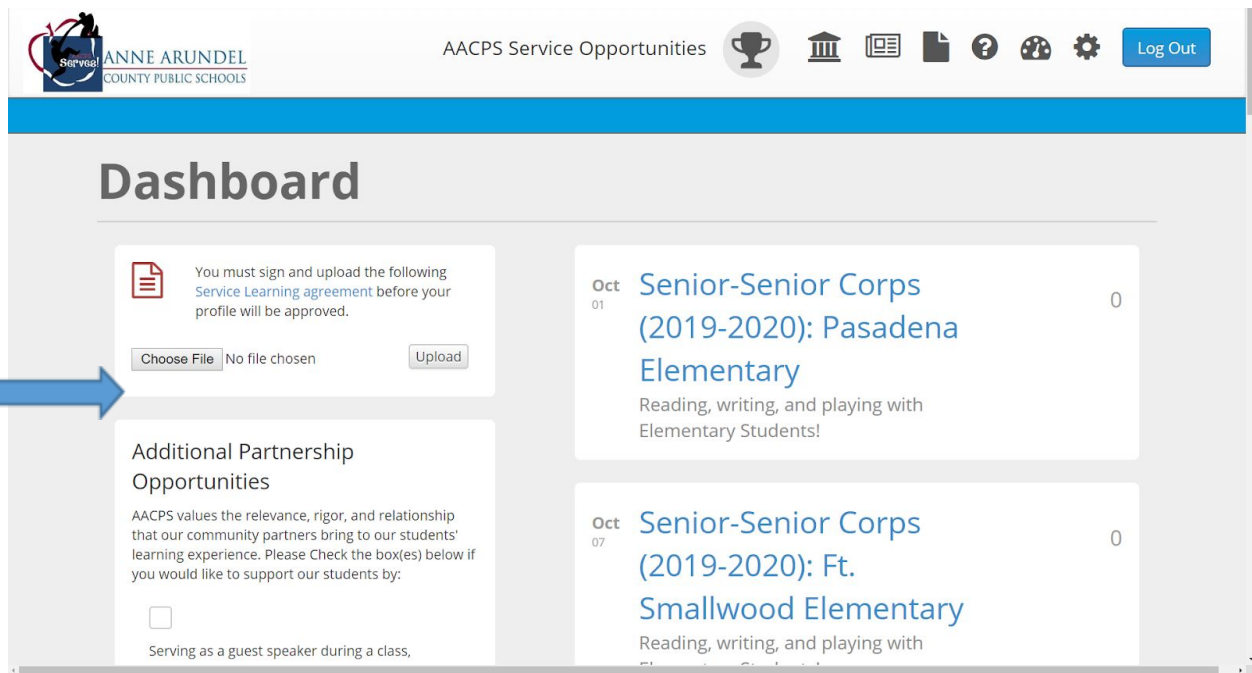
AACPS Service Learning and Mentorships Student Expectations

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

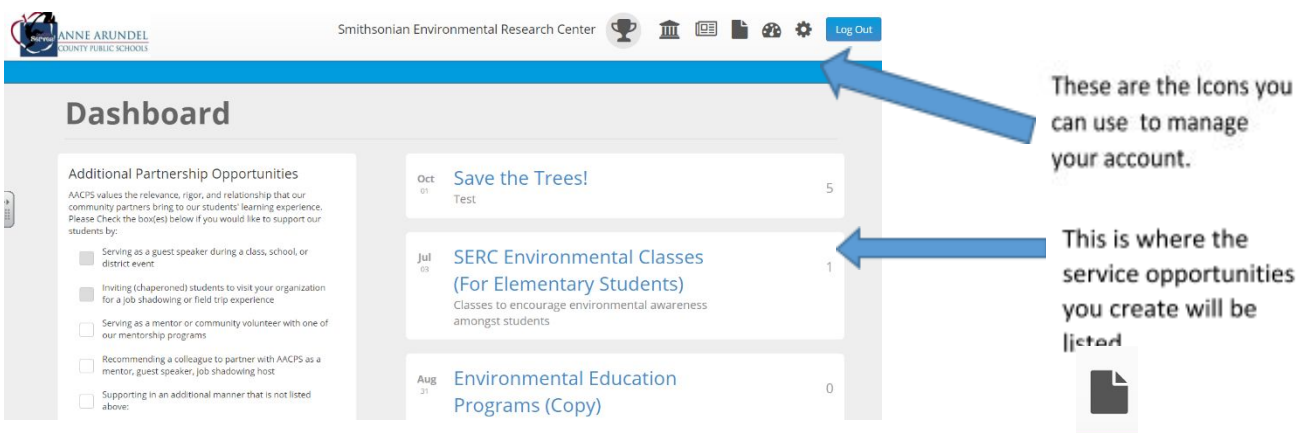


4. To finalize your registration, please upload a signed copy of the [Business.Community Partner Agreement](#) to your partner dashboard. Once you do so, your account will be approved by an AACPS Service-Learning facilitator within 24-48 hours, and you can post your first opportunity!



Posting a Service Opportunity to the SL Portal

1. 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.
2. The opportunities that you'll create and post will be listed on this page for you to access easily. This page also provides icons for you to manage your account. See the "Tour of the SL Portal" resource or the "Icon Guide" for details about each icon.





- To create a new opportunity, click this icon in the top right of the screen:

Doing so will take you to the page below, which will prompt you to enter specific information about your opportunity. Once you are finished, you should click the blue “Save” button on the bottom right of the page, and then your opportunity will be posted and searchable for students to sign-up!

- In order to view the details of your published opportunities, including students who are signed up to serve, select the desired opportunity on the dashboard page (see step 2, on page 2 of this resource) . This will bring you to your service opportunity page. On this page you can see which students have registered and what time(s) they plan to arrive, according to the time slots you created for your opportunity.

Save the Trees!

Opportunity begins in 17 Days

Approve all hours

4 Students Registered

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

Icons for you to manage the opportunity. See the “SL Portal Tour” resource for a detailed description of the function of each icon.



Note: This volunteer roster becomes a “sign-in” and “sign-out” sheet for you to use during your service-learning event. It will also 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.

At this point, you are all set to continue to post opportunities in the portal and/or host your first service event with AACPS students! If you need continued guidance, please reference the **“Before & After Your Event”** and/or the **“Tour of the SL Portal”** resource.

If you have any questions that are not answered within the resources provided on the [SL Portal](#) site and [SL Webpage](#), please contact the AACPS Office of Service Learning and Mentorship at 410-222-5391.