

## Accessing your member profile and log volunteer hours in the Harris County Citizen Corps Activity Journal

### STEP 1:

From any page on the Harris County Citizen Corps web site, click the navigation button entitled "Member Login." (See Figure A)



Figure A

## STEP 2:

Clicking the Member Login button brings you to the member login page. Enter your email address and the password you created when you joined HCCC online. Click the submit button. (See Figure B)

### Member Login

Please use this page to login so that you may review and update your contact information, your interest categories, equipment you selected to volunteer, as well as create a Volunteer Activities Journal. The Volunteer Activities Journal is the way for you to record and track your time on volunteer activities online.

**Your browser must be set to accept cookies in order to view your member profile, and for any changes and updates you wish to make.**

Enter your email address:

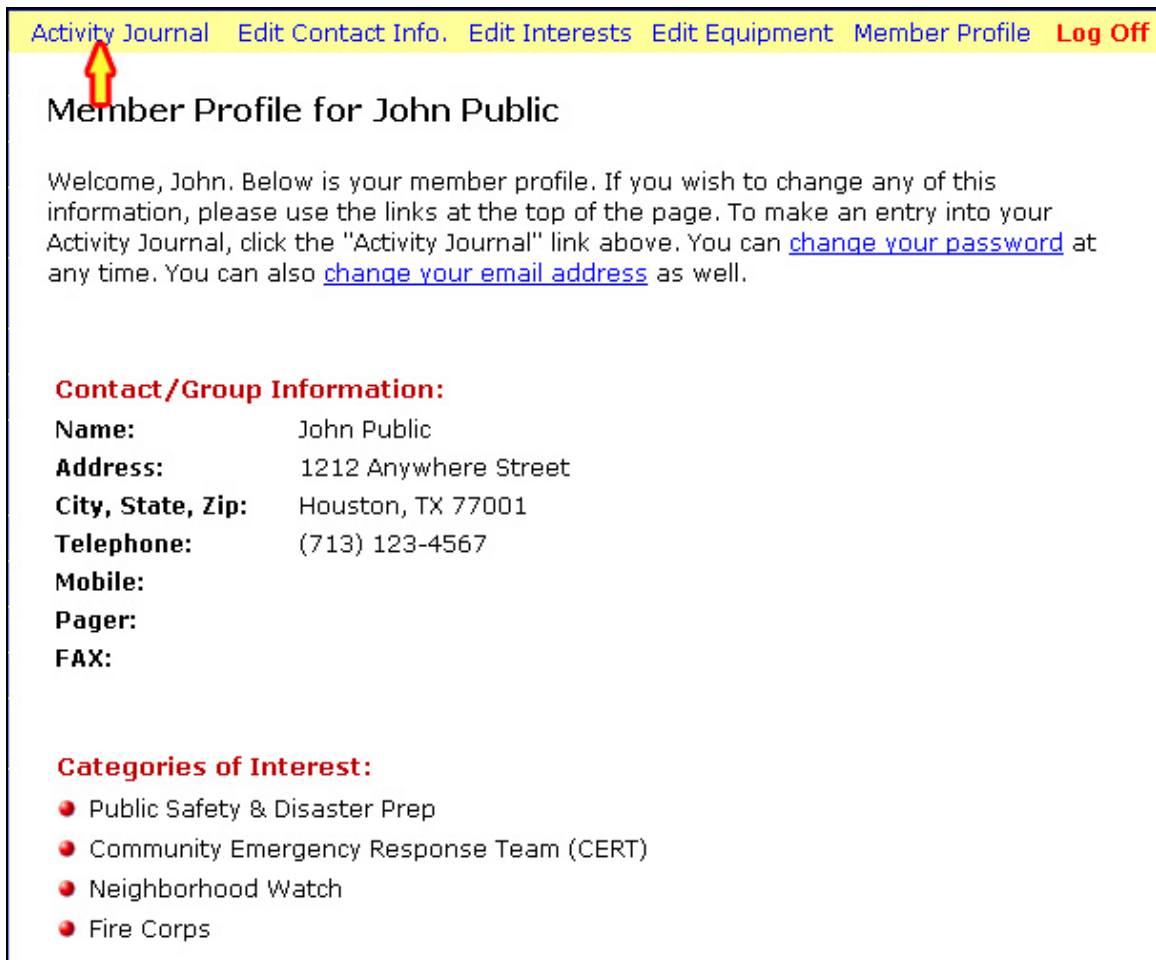
Enter your password:

[Forget your password?](#)

Figure B

### STEP 3:

If you successfully entered your login credentials, you should see a page similar to Figure C. This page is a recap of your contact information, and serves as a point where you can edit this information. Note the links at the top of the page. The focus of this document is about using the Activity Journal link. Click the link in the yellow area entitled "Activity Journal."



[Activity Journal](#) [Edit Contact Info.](#) [Edit Interests](#) [Edit Equipment](#) [Member Profile](#) [Log Off](#)

## Member Profile for John Public

Welcome, John. Below is your member profile. If you wish to change any of this information, please use the links at the top of the page. To make an entry into your Activity Journal, click the "Activity Journal" link above. You can [change your password](#) at any time. You can also [change your email address](#) as well.

**Contact/Group Information:**

**Name:** John Public  
**Address:** 1212 Anywhere Street  
**City, State, Zip:** Houston, TX 77001  
**Telephone:** (713) 123-4567  
**Mobile:**  
**Pager:**  
**FAX:**

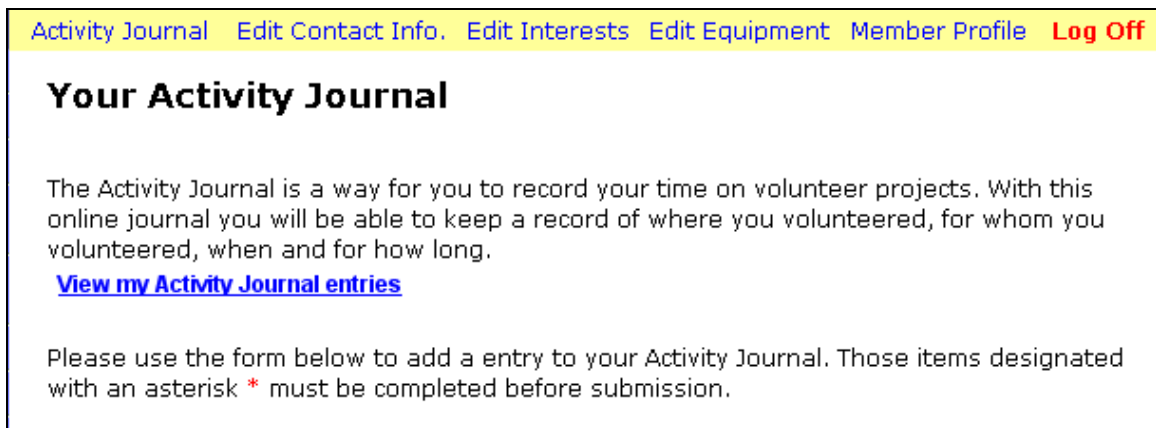
**Categories of Interest:**

- Public Safety & Disaster Prep
- Community Emergency Response Team (CERT)
- Neighborhood Watch
- Fire Corps

Figure C

**STEP 4:**

Clicking the link should display a page entitled "Your Activity Journal." (See Figure D). In this example, John Public is going to add some time that he volunteered recently. He'll complete the boxes in the blue-shaded area (in particular, the ones designated with a red asterisk (\*), and then decide if he needs to make another entry after submitting this one. In this example, this will be the only entry he will make in his Activity Journal while at his computer. He clicks the Submit button. (See Figure E)



[Activity Journal](#) [Edit Contact Info.](#) [Edit Interests](#) [Edit Equipment](#) [Member Profile](#) [Log Off](#)

## Your Activity Journal

The Activity Journal is a way for you to record your time on volunteer projects. With this online journal you will be able to keep a record of where you volunteered, for whom you volunteered, when and for how long.

[View my Activity Journal entries](#)

Please use the form below to add a entry to your Activity Journal. Those items designated with an asterisk \* must be completed before submission.

**Figure D**

Date of Your Activity:\*

March 13 2005

Choose a Category of Interest :\*

Neighborhood Watch

The Organization You Served: \* Downtown NW

Total Time You Volunteered: (no more than 24 hrs. per entry)\*

Hours 4 Minutes 30

Enter a Brief Description of Your Activity:\*

Participated in seminars presented by local law enforcement agencies.

Personal Notes on this Activity:

This is my only journal entry to make this session.

I have **more** than one journal entry to make this session.

Submit

Figure E

**STEP 5:**

At this point, his entry has been recorded into the database. Afterwards, the web page will redirect his browser to a page that shows his entry. (See Figure F) If John had selected the option to make more than one journal entry, the program would automatically return him to the page to make that next entry. From this point you can make another journal entry (if you so desire), edit a particular journal entry, or make any other changes to you profile.

Activity Journal Edit Contact Info. Edit Interests Edit Equipment Member Profile Log Off

### Activity Journal Entries for John Public

[Make Another Journal Entry](#)

**Total Time Volunteered:** 4 hrs. 30 mins.

Date	Organization	Time Volunteered
3/13/2005	Downtown NW	4 hrs. 30 mins.

**Description:**  
Participated in seminars presented by local law enforcement agencies.

[Edit this event](#)

**Total Time Volunteered:** 4 hrs. 30 mins.

**Figure F**

Clicking the "Edit Journal Entry" link for a journal entry allows you to make corrections on any of the information you made originally for this event, including the date and the time you volunteered. (See Fig. G) Clicking the submit button enters the changes, and the resulting web page appears in Figure H.

## Edit a Journal Entry

Please use the form below to edit this entry of your Activity Journal. Remember, those items designated with an asterisk \* must be completed before submission.

Date of Your Activity:\*

March 13 2005

Choose a Category of Interest :\*

Neighborhood Watch

The Organization You Served:\*

Downtown NW

Total Time That You Volunteered:\*

Hours 3 Minutes 30

Enter a Brief Description of Your Activity:\*

Participated in seminars presented by local law enforcement agencies.

Figure G

## Edit a Journal Entry

Your journal edit was successful.

[View Your Activity Journal](#) [Make a New Journal Entry](#)

Figure H