## NAC Volunteer Portal-Quick Start Guide

1) Navigate to the new volunteer portal at volunteer.discovernac.org.



2) Click "Log In" in the top right corner of the page.



3) Select Forgot Password



4) Enter the email that you registered with as a volunteer.

*Hint: If you are unsure of the correct email, it is the email that these directions weren't sent to you from.* 

Forgot your p	assword?	
ENTER YOUR EMAIL		
	Email Address *	adamp@discovernac.org
		EMAIL LINK

5) You will receive a password reset email.

*Hint: Make sure to check your junk/spam folder or your "other" folder in some emails.* 

	NATIONAL ABILITY CENTER
	Dear Adam Parker,
	You are receiving this email because you requested a password reset.
7	To reset your password click Here Or You can copy and paste this link in your browser <u>https://volunteer.discovernac.org/reset-password?userId=6fa562b2-a19c-4295-b672-d352c84d6726&amp;code=Py6TXejkZWU%2B09oxAxp%</u> <u>2FUI6WK%2BJDCskVSXVnMpwbtQ0kKxZ8VJGqd761aLJ%</u> <u>2BsIsg5JrDs3dbZjvolqAAuaEtdMBIHHN9dhb3RO2tOuwYJ%2BYLqN%</u> <u>2FBG%2F%2BfViZIT4gvjfx%</u> <u>2B6g3cTcQH0KAbBlos1NS8GHgNUtZIL2L1fOcuMpD%2FoP%</u>
	<b>Note:</b> This password link is valid for 24 hours. If more than 24 hours have passed, you can request a new password link by going to the "Forgot Your Password" page here: <u>https://volunteer.discovernac.org/forgot-password</u> and entering your email address: <u>adamp@discovernac.org</u> .
	1000 ABILITY WAY, PARK CITY UT 84060 INFO@DISCOVERNAC.ORG P: (435) 649.3991 F: (435) 658.3992
	WWW.DISCOVERNAC.ORG

## 6) Reset your password

RESET YOUR PASSWORD				
Emai	I Address 🍍	adamp@discovernac.org		
	Password *			
		Good		
Confirm	Password *			

7) You will be taken to your new volunteer portal!

Here you will find Upcoming Shifts, Volunteer History, and Personal Information. Please update your personal information after logging in! It is important to clear your password from the "Old Password" field if you saved your password when logging in prior to saving your personal information!

NAC Volunteer Account C Adam Parker Welcome to your voluntee	0 Verifie 0 Unver	0 Verified Hours 0 Unverified Hours			
yourself from shifts, and	manage your personal information.	····· · · · · · · · · · · · · · · · ·			
To update your personal	information, please use the "Update I	Personal Information" bu	itton below.		
Your Upcomir	ng Shifts Occurrence Name	Organization •	,	When	Action/Status
Indoor Climbing Assistant	t Training	National Ability Cente	er HOC	3/16/2022 11:00 AM	-Remove me -Location -Add to Calendar
Volunteer His	tory with National A	bility Center			
Opportunity	Organization	Date -	Hours	Action/Status	
No results found.					
Print Volunteer History					
Self–Reported	Hours				
Opportunity	Organization	Date -	Hours	Action/Status	
No results found.	_				
Update my Personal Info	ormation	_			