CFAES

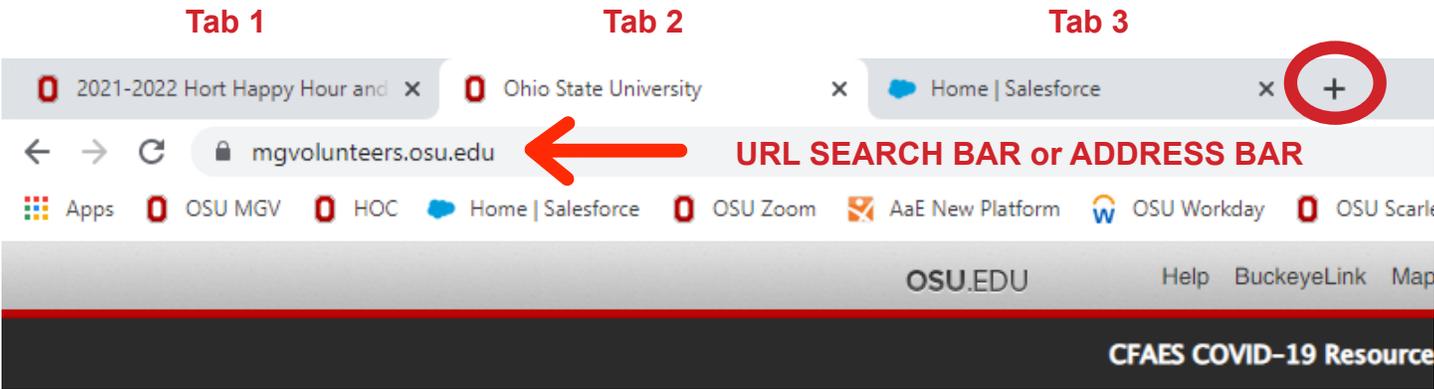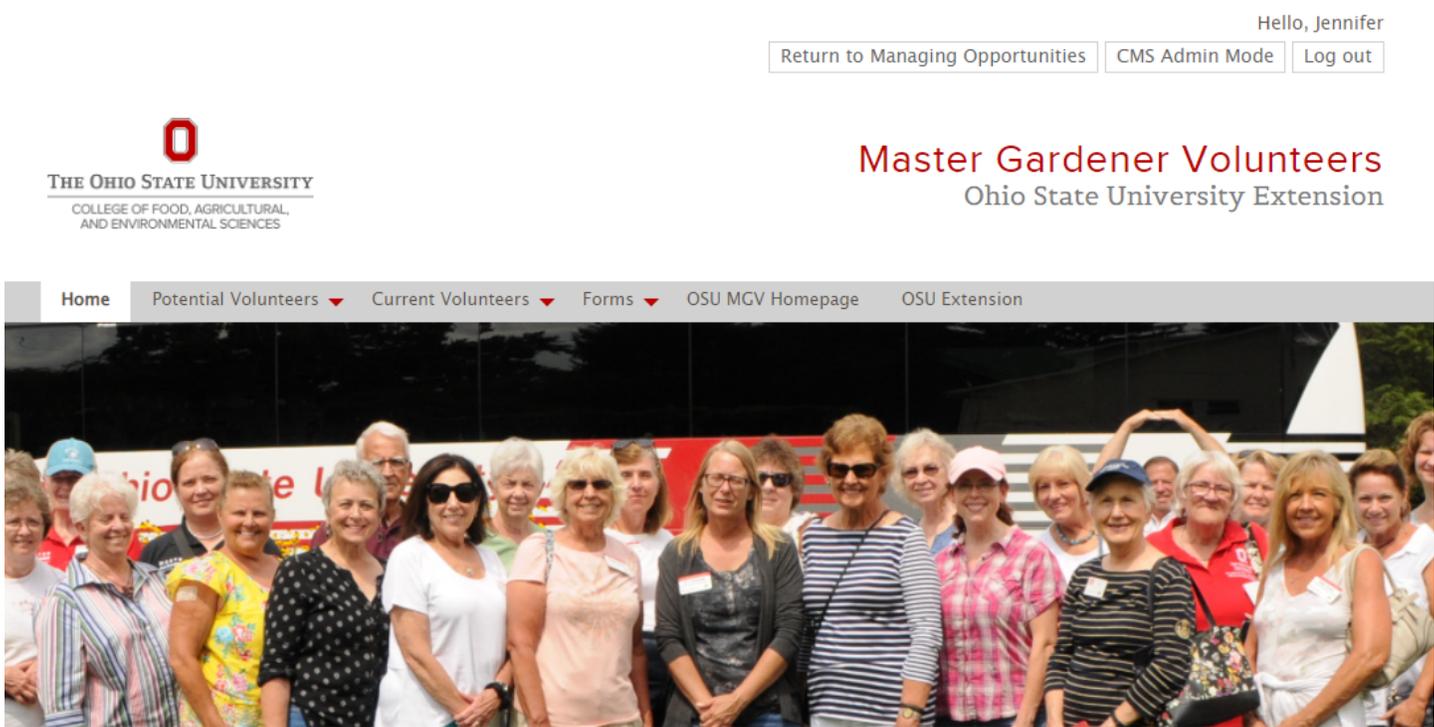# HOC Training 2021

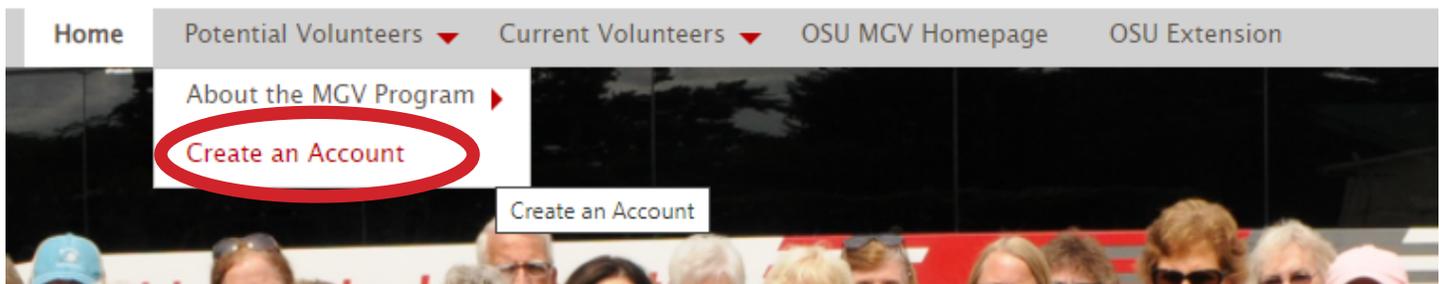## Creating an Account in HOC

1. Go to your internet browser (Google, Firefox, Internet Explorer, etc.) and type https://mgvolunteers.osu.edu/ into the search bar. You can have multiple pages open at the same time, toggling between them by clicking on the tabs at the top of the page. Add a new page by clicking the plus sign. Close a tab by clicking the "x" next to it.

Tab 1   Tab 2   Tab 3

2021-2022 Hort Happy Hour and ×   Ohio State University   ×   Home | Salesforce   ×   +

← → C 🔒 mgvolunteers.osu.edu   ← **URL SEARCH BAR or ADDRESS BAR**

Apps   OSU MGV   HOC   Home | Salesforce   OSU Zoom   AaE New Platform   OSU Workday   OSU Scarle

OSU.EDU   Help   BuckeyeLink   Map

CFAES COVID-19 Resource

Hands on Connect Homepage

Hello, Jennifer

Return to Managing Opportunities | CMS Admin Mode | Log out

THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Master Gardener Volunteers
Ohio State University Extension

Home   Potential Volunteers ▾   Current Volunteers ▾   Forms ▾   OSU MGV Homepage   OSU Extension

2. From the HOC Homepage, hover over "Potential Volunteers" and scroll down to "Create an Account"

3. You will need an email address and password for this next step. Fill in your information, fields marked with an asterisk (*) are required. The remaining fields are optional but encouraged. Login credentials for HOC do not need to be the same as VMS but can be if you'd like. The platforms are not linked. If you forget your password, you will be able to reset it.

BASIC INFO

First Name * | Ex. Valerie

Last Name * | Ex. Volunteer

Year of Birth * | Year

CONTACT INFO

Main Address Type | Select One

Home Street * | Ex. Av. 12157 W Linebaugh Ave, 332

Home City * | Ex. Tampa

Home State * | Ex. FL

LOG IN INFORMATION

Email Address * | andon.1@osu.edu

A verification code will be sent to this email, after clicking next.

Confirm Email Address * | andon.1@osu.edu

Password * | Password

Confirm Password * | Confirm Password

3. You will now need to check your email to retreive the verification code to complete your account setup. If your email service (Outlook, Gmail, etc) is not open in your internet browser, click the plus sign to open a new tab.

By continuing with the registration process you are indicating your acceptance with the Terms and Conditions for this site. Clicking on the Next button below indicates you accept the the site's terms and conditions. Click Here to view the Terms And Conditions.

| Verification Code | Verify | Cancel |

Resend Code

4. From the email that you received, simply jot down the number, or copy the verifcation code by highlighting it with your mouse, right click and click "copy".

Dear Jennifer Andon,

We received a request to use the email address mgvosu@gmail.com in https://mgvolunteers.osu.edu. If you were prompted for a verification code, please enter the following

53400

If this wasn't you, you can safely disregard this email. Probably your email was entered by mistake.

Thanks,
The Ohio State University

5. You can close out of your email by clicking the "x" or just switch tabs by clicking on the Hands on Connect tab that is already open.

6. With your curser in the verfication code box, type in the number, or right cllick your mouse then click "Paste" to add in the verification code. Then click "Verify'

By continuing with the registration process you are indicating your acceptance with the Terms and Conditions for this site. Clicking on the Next button below indicates you accept the the site's terms and conditions. Click Here to view the Terms And Conditions.

| Verification Code | Verify | Cancel |

Resend Code

7. Complete the diveristy information and click "Finish".

Diversity Information

Fields marked with an asterisk (*) are required.
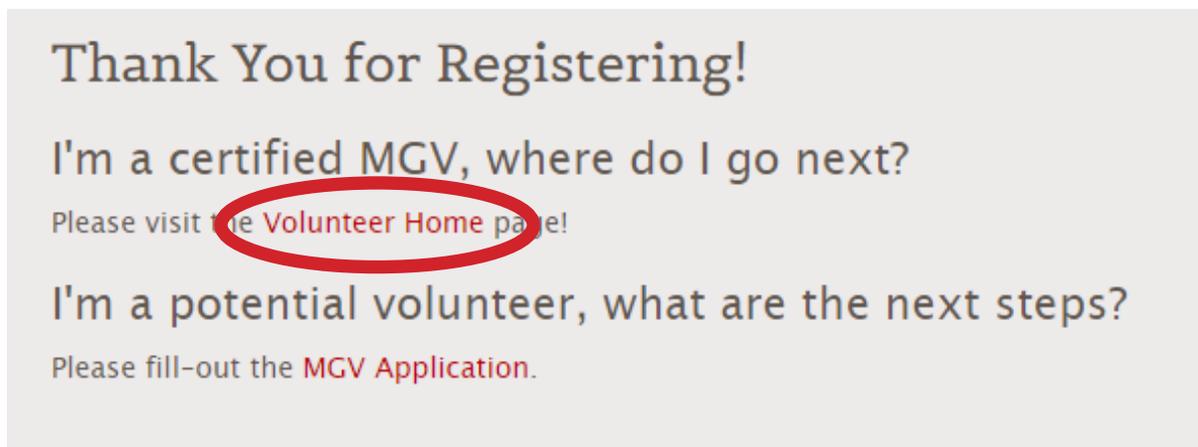
Gender *	Female
Ethnicity *	White
Hispanic or Latino? *	No
Veteran Status *	No

‹ Back   Finish ›

8. You will receive a confirmation once you have completed the registataion process. Next, click on "Volunteer Home Page"

Thank You for Registering!

I'm a certified MGV, where do I go next?

Please visit the Volunteer Home page!

I'm a potential volunteer, what are the next steps?

Please fill-out the MGV Application.

9. This will take you to your volunteer home page.

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Volunteer Home

My Hours

Volunteer Hours

This Year	Last Year	Lifetime
35	0	35

Continuing Education Hours

This Year	Last Year	Lifetime
0	0	0

These numbers are updated once a day and represent all hours in the system (including unverified hours).

View My Hours