Agency VolunteerHub Guide: Account Navigation & Appointment Registration

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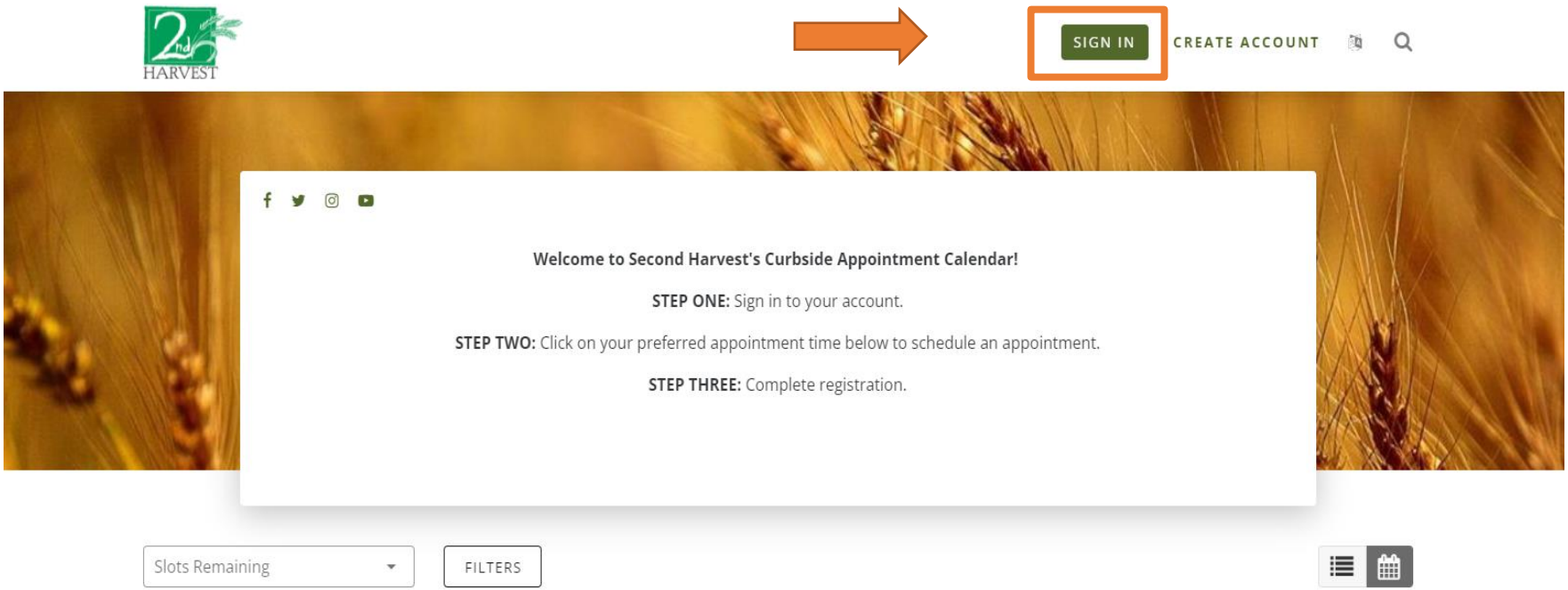
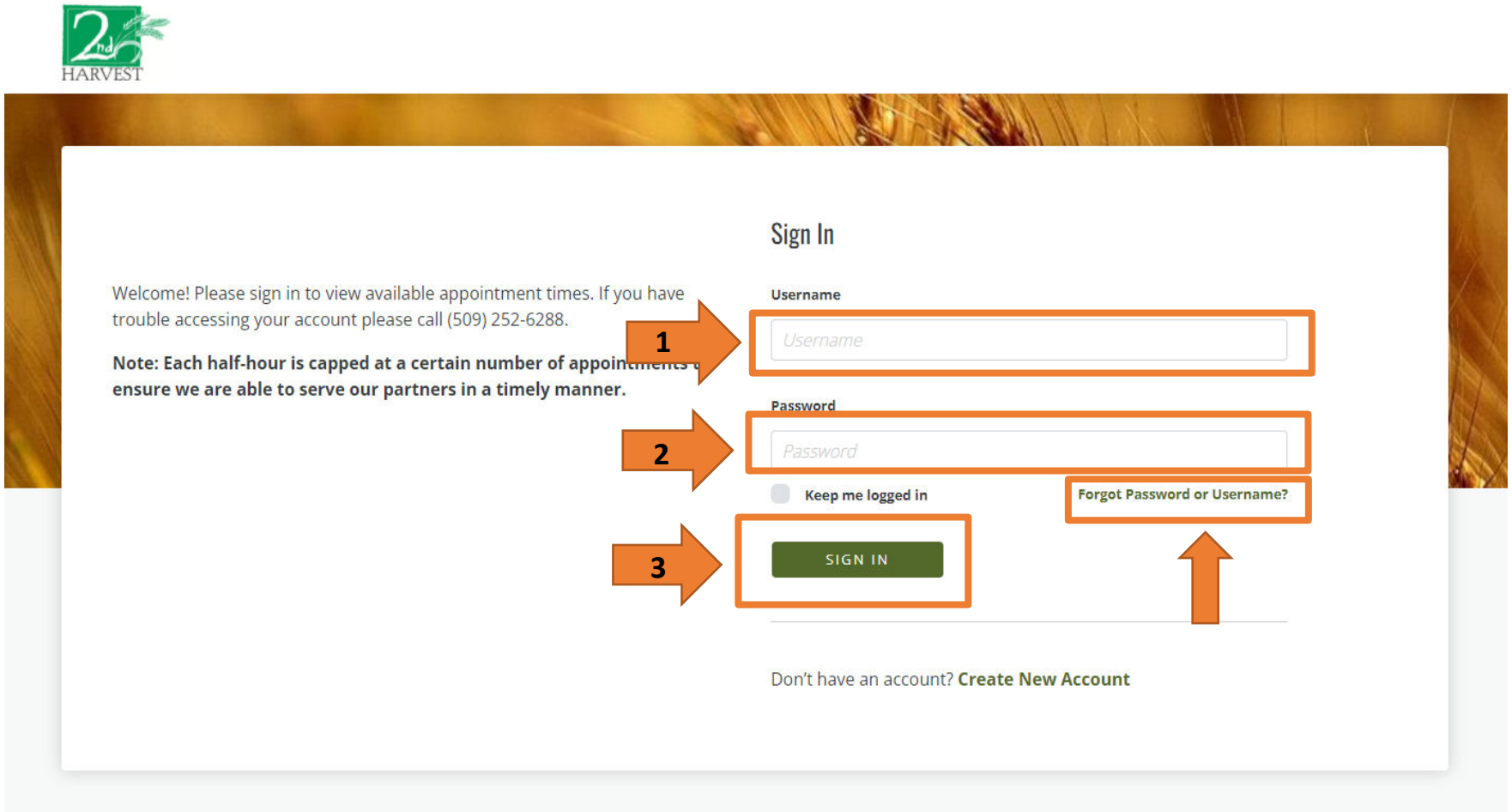
Step 1: Visit http://vhub.at/2hcputc and log in to your account (we recommend bookmarking this link).

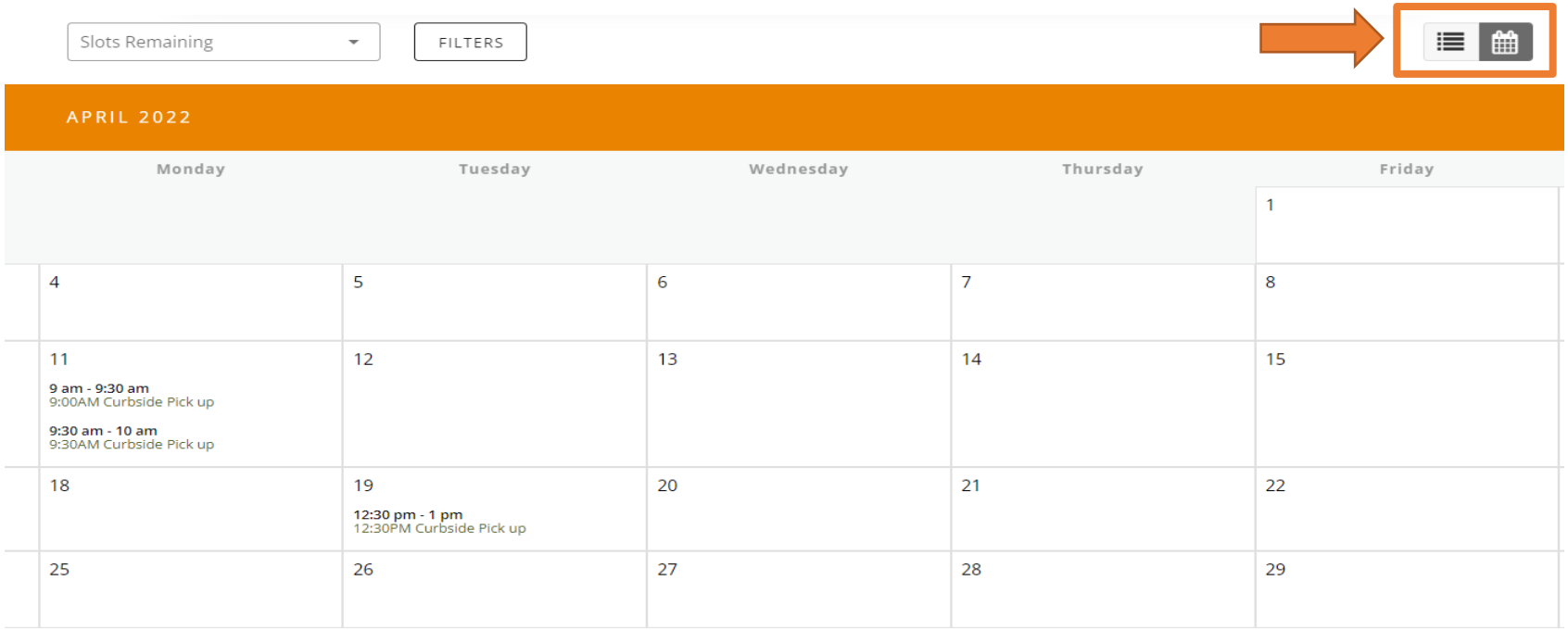


Step 2: Input your agency's username (1) and password (2) and click the "Sign In" button (3). If you have forgotten your password, click "Forgot Password or Username" or call (509) 252-6288.



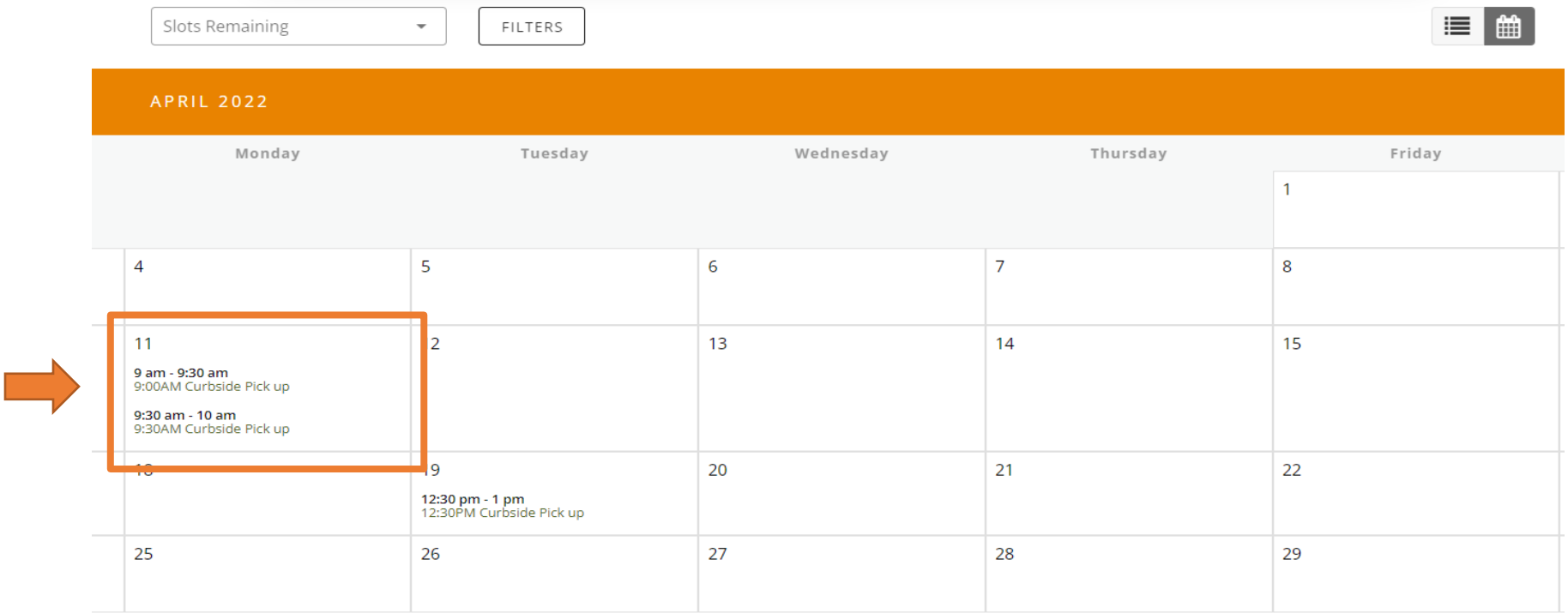
Step 3: Once logged in, choose how you would like to view available appointments – calendar or list view.

(The first time you log in, your account will automatically default to calendar view. If you select the list view, the next time you log in, your account will default to list view)

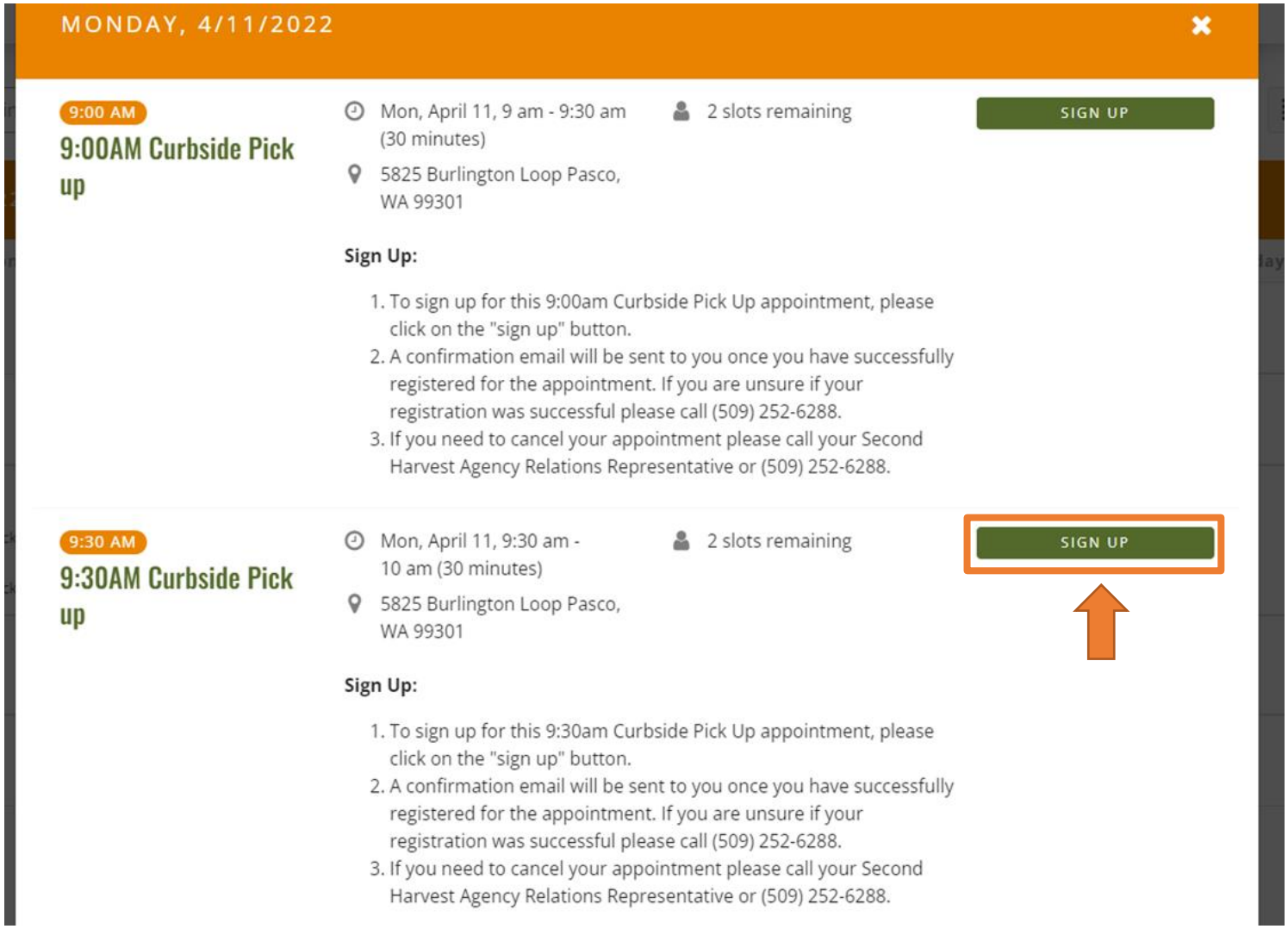


Calendar view is currently shown above

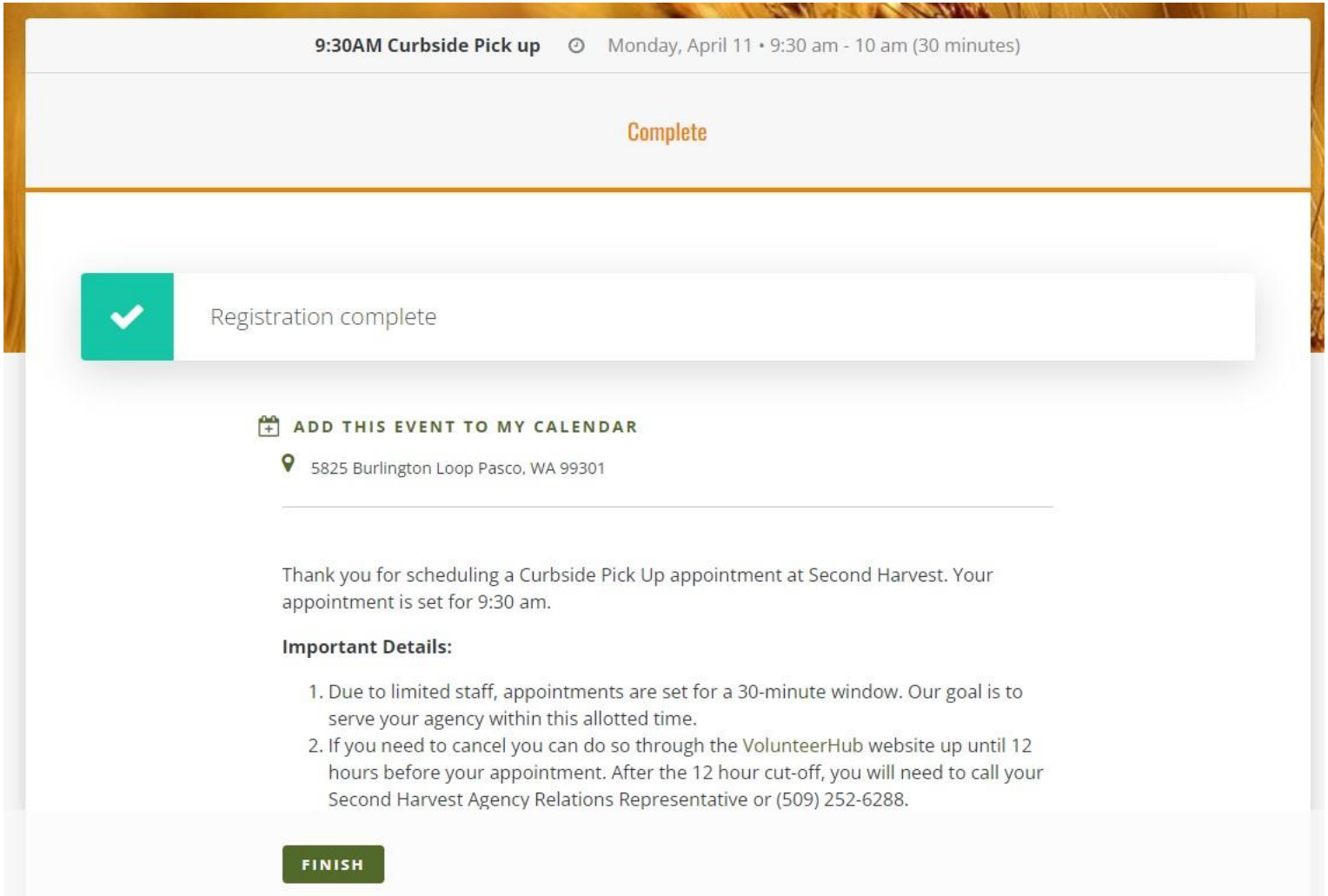
Step 4: Click on the day you wish to schedule an appointment. Only available appointments will show.



Step 5: Find the appointment time you would like to schedule and click “Sign Up”.

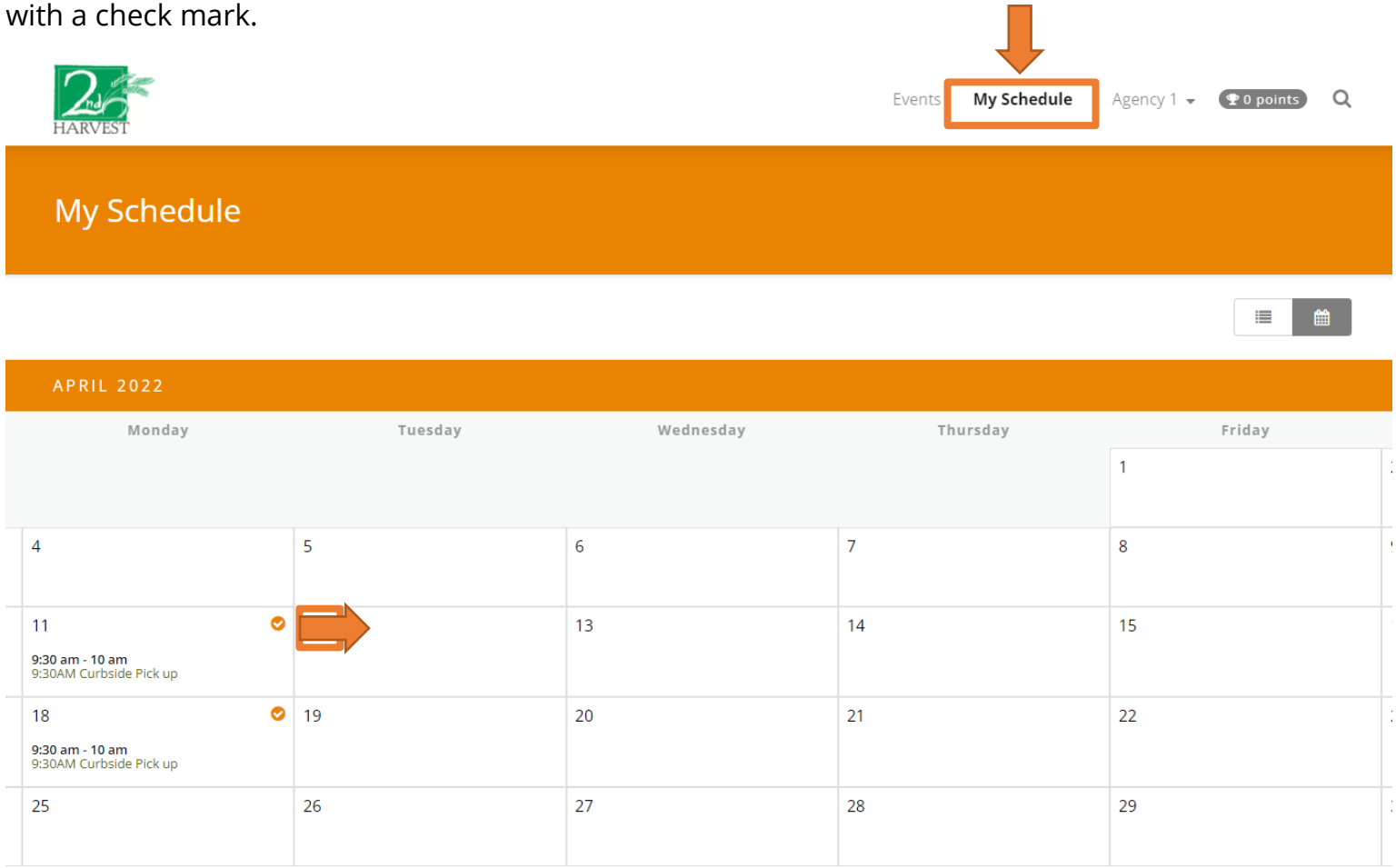


Step 6: Congratulations, you have scheduled a Curbside Pick Up appointment! Be sure to read ALL event details before selecting "Finish". A confirmation message will also be sent to your email. If you did not receive a confirmation email – you did not register for the pick up time – please double check.

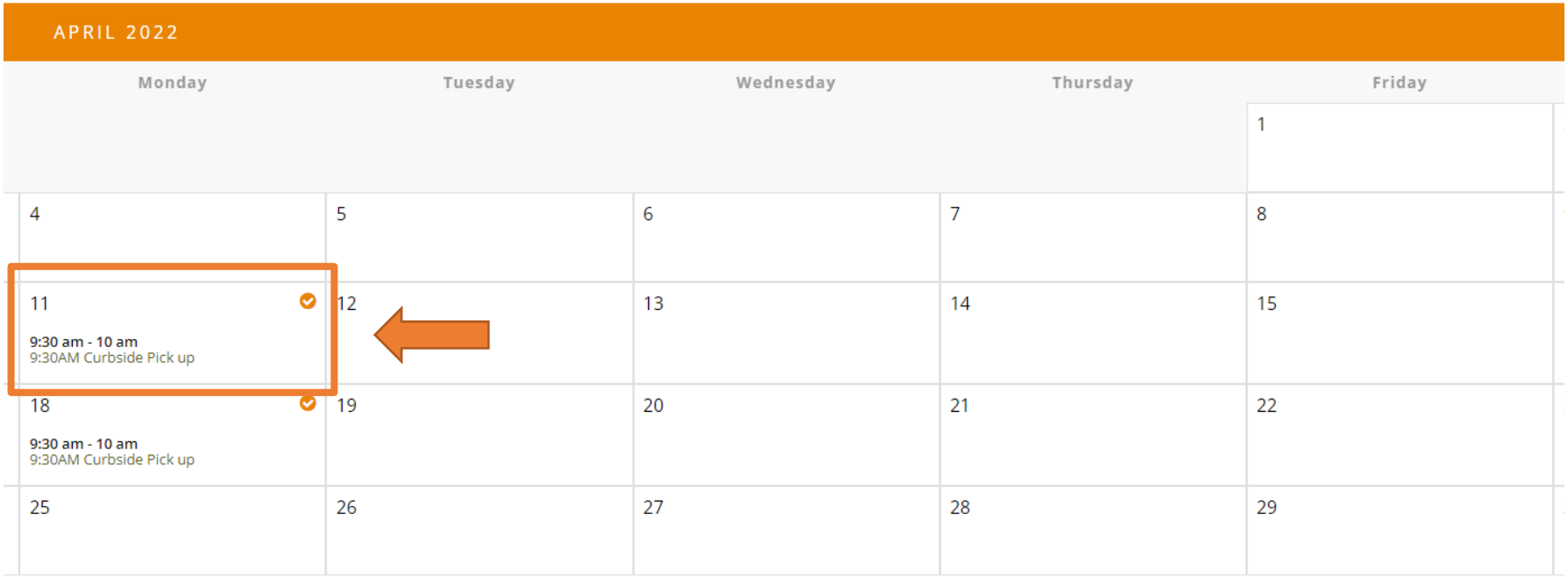


Viewing & Cancelling Appointments

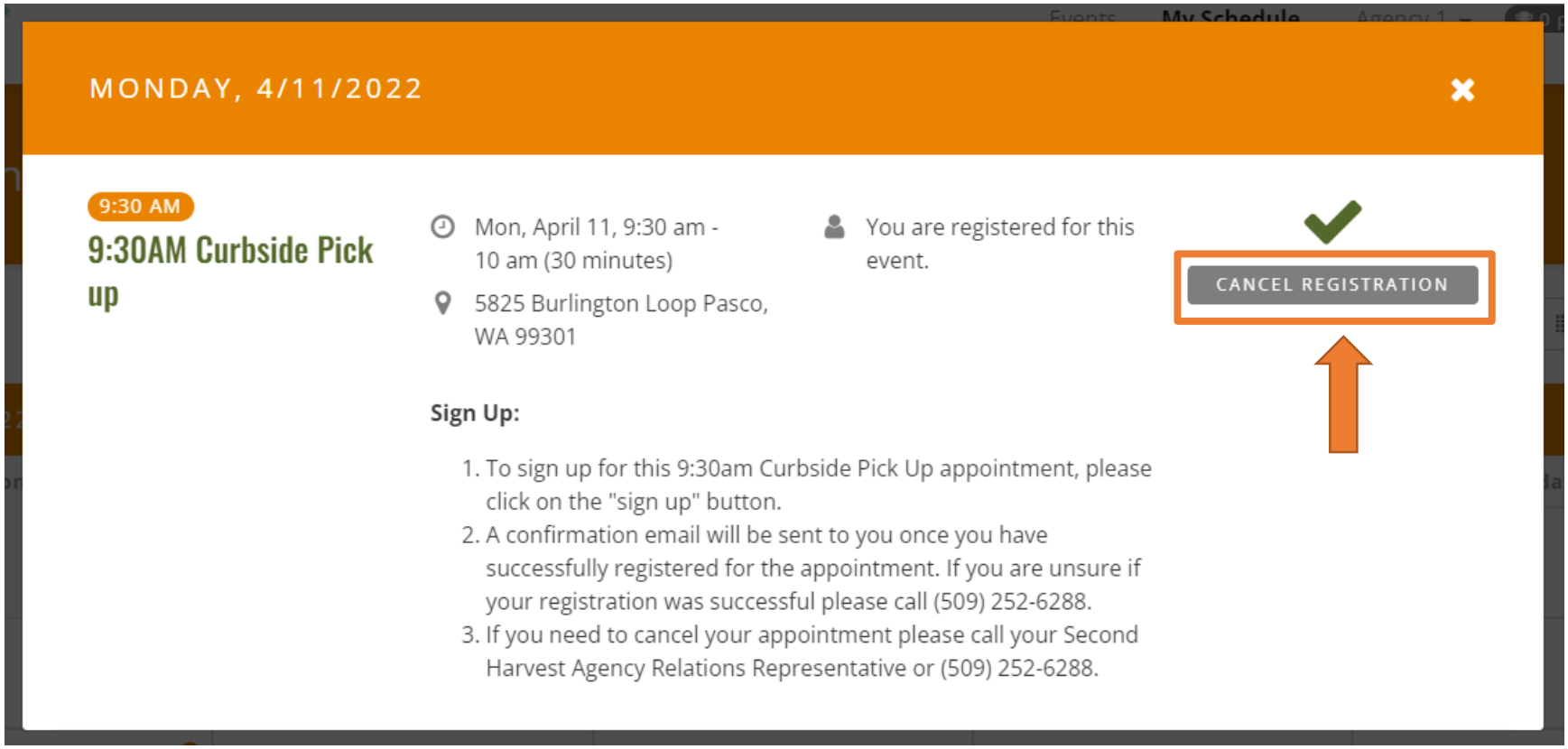
Step 7: You can view all your scheduled appointments by clicking "My Schedule". Scheduled appointments are also indicated by an orange circle with a check mark.



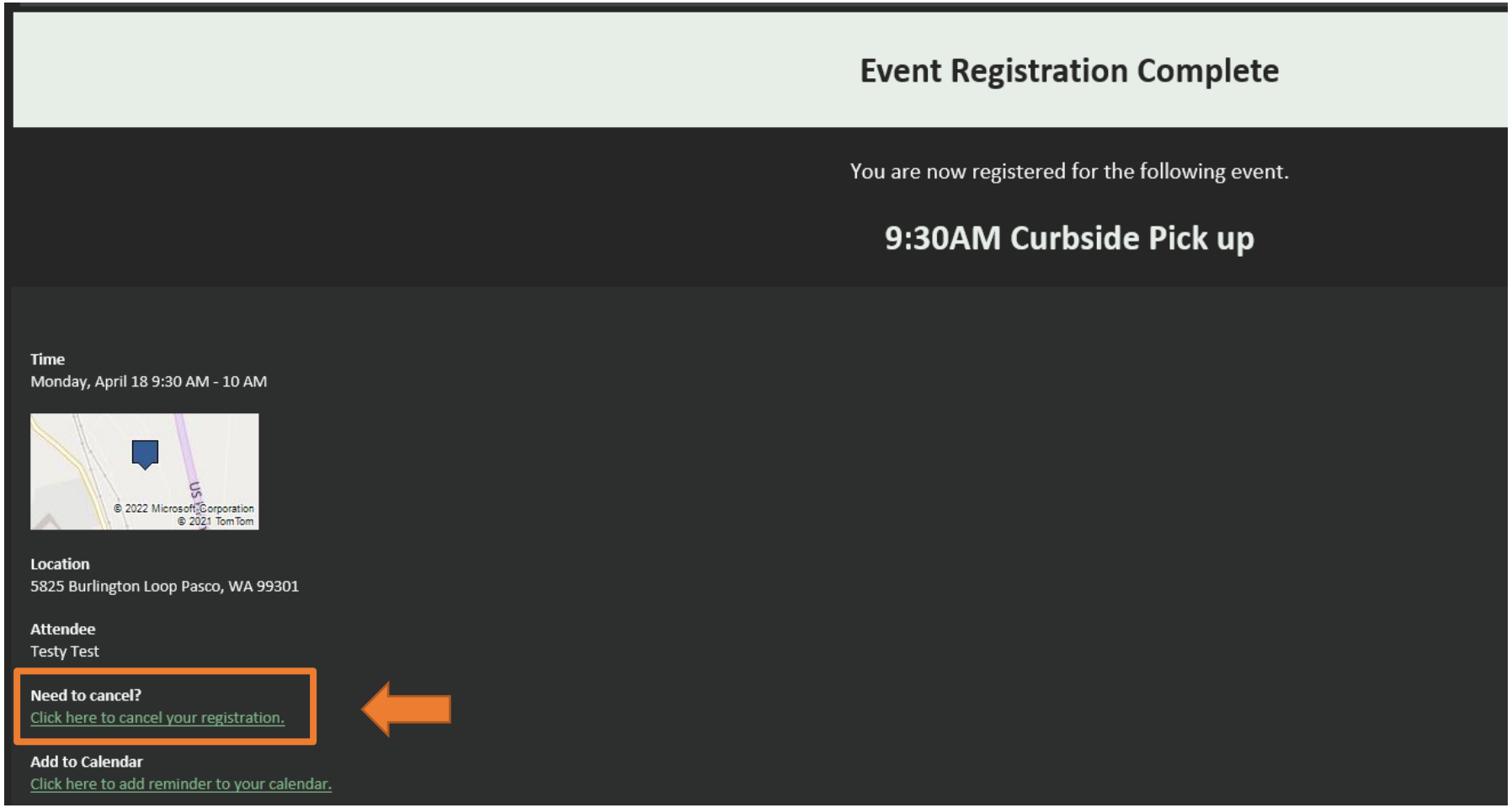
Step 8: To see the details of your appointment or to cancel your appointment, select the appointment day on the calendar.



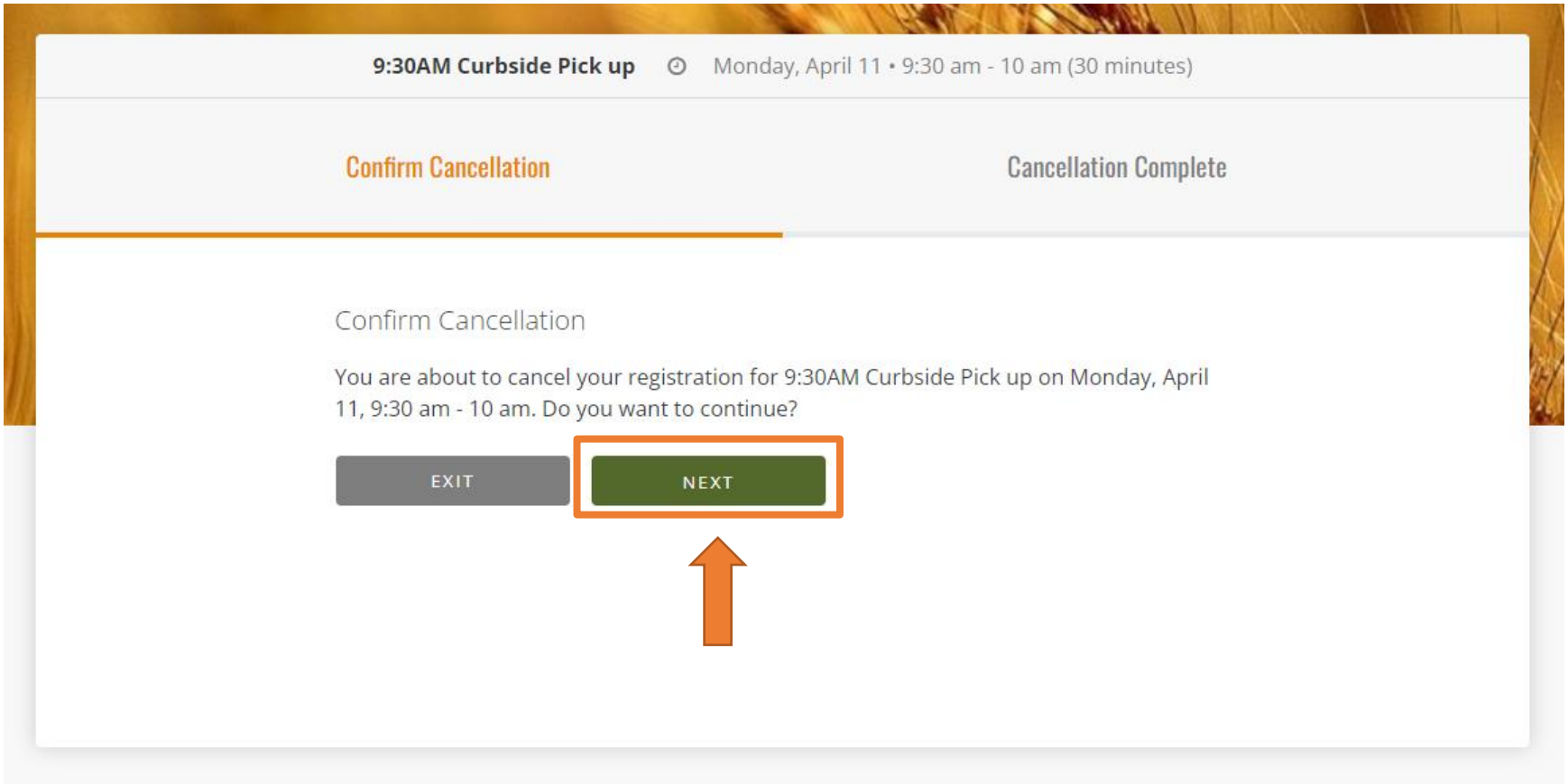
Step 9: To cancel your appointment, click “Cancel Registration”.



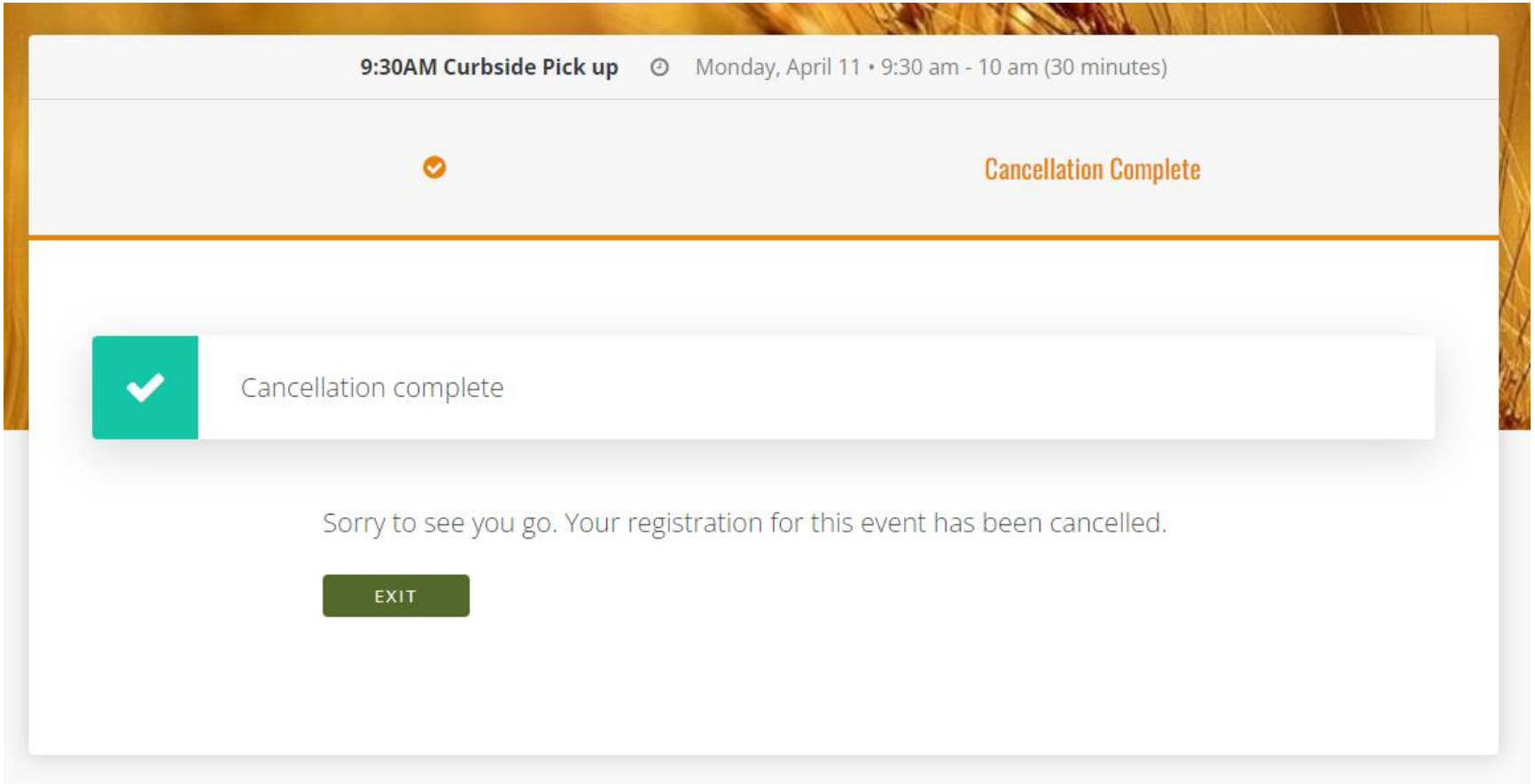
Step 9.1 (To cancel from your email): Open your email and find the appointment registration confirmation email. In the body of the email, click “Click here to cancel your registration”.

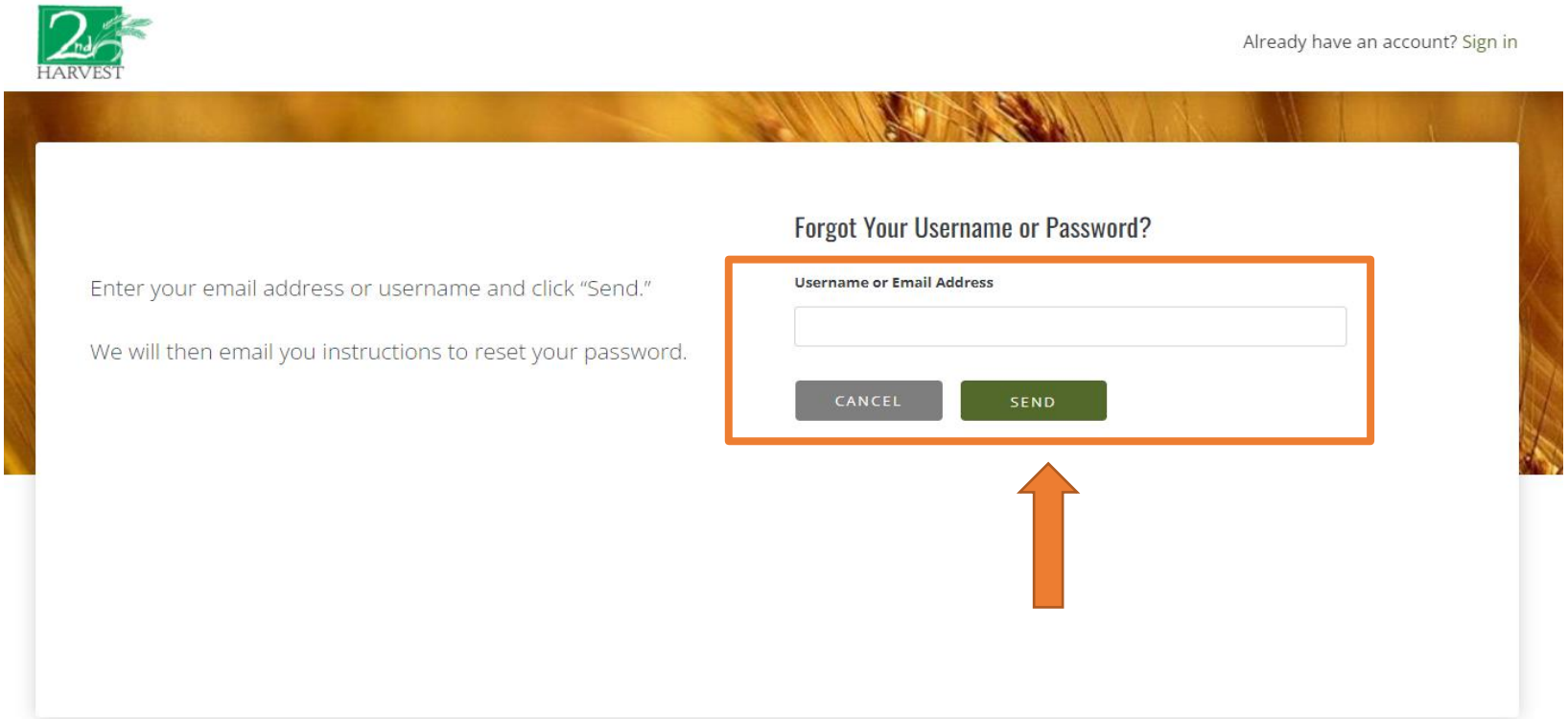


Step 10: A new window will appear asking you to confirm your cancellation, click “Next”.



Step 11: A new window will appear showing your cancellation is complete. You will also receive a cancellation confirmation email. If you did not receive a cancellation email – you did not cancel your reservation – please double check.



Resetting Account Password

<u>Step 2.1 (if you have forgotten your account password):</u> Input your username or the email associated with your account and click “Send”. A link to reset your password will be sent to your accounts email. Follow the steps outlined in the email.