



## **Background Check Instructions**

We have expanded our partnership with Old Town Elementary School which means our volunteers will be using the Winston-Salem Forsyth County Schools Background Check for Volunteers. A representative from WS/FCS will regularly advise us at EBPLCS of those who have been cleared to volunteer with our students.

Please access the Volunteer Registration website for the Winston-Salem Forsyth County Schools by entering the following address into your browser: <https://www.wsfcsvolunteers.com>.

If you have NOT registered as a volunteer before with WS/FCS, please follow the set of instructions found under New Volunteer below. If you have registered in WS/FCS's new system in the last year and need to activate an existing application, please follow the set of instructions Registered in the Last Year below. Lastly, if you registered with WS/FCS as a volunteer over a year ago please follow the instructions under Registered Over a Year Ago below. If you have any questions about these categories, please contact Jan Morgan ([jdmorgan@wsfcs.k12.nc.us](mailto:jdmorgan@wsfcs.k12.nc.us)) at Old Town Elementary to clarify.

### **New Volunteer**

Please click "New Volunteer? Click Here to Register" below the login button.

Enter all necessary information marked with a red asterisk (\*) on the Volunteer Registration form.

- Next to where you see "School or Group 1," click on the drop-down menu and scroll down and select OLD TOWN ELEMENTARY.
- In the "Special skills, languages, or hobbies" box, please write "El Buen Pastor LCS," which indicates to the school system that you are volunteering with us.
- In the list of volunteer services at the bottom of the form, find "After Hours Remediation Tutor" (the 1st box down in the right column after the division) and check it.
- Click submit!

When you receive an email from WS/FCS in order to verify your address please open the email and click the link that it contains. This email also contains your login information for future use.

When the school has cleared you as a volunteer you will receive a confirmation email. If you would please forward this email to Anajahi Inoa ([anajahi@elbuenpastorlcs.org](mailto:anajahi@elbuenpastorlcs.org)), Administration Assistant at EBPLCS, who will keep it on record for the year.

### **Registered in the Last Year**

Please use the login/password you created in the 2017-2018 school year to access your current application and re-activate it for 2018-19 clearance. Do not try to register as a new volunteer; the system will not allow duplicate applications. Enter your login and password, then click the “login” button to open your current application.

- Please update any information no longer current.
- Select OLD TOWN ELEMENTARY from the drop-down menu next to “School or Group 1.”
- In the “Special skills, languages, or hobbies” box please write “El Buen Pastor LCS” to indicate that you will be volunteering with us.
- From the list of check-boxes at the bottom of the form select “After Hours Remediation Tutor”
- Click “submit” to activate your application for processing

When the school has cleared you as a volunteer you will receive a confirmation email. If you would please forward this email to Anajahi Inoa (anajahi@elbuenpastorlcs.org), Administration Assistant at EBPLCS, who will keep it on record for the year.

### **Registered Over a Year Ago**

In the WS/FCS system, some unsupervised (Lev 2) volunteers were transferred from the old registration system to the current system last year, but never activated their application. If this applies to you, use the temporary login (first initial of your first name and last name in all capital letters, ex: JSMITH) and temporary password (date of birth as mm/dd/yyyy) to activate your inactive application.

Once inside your profile:

- Please update any information no longer current.
- Select OLD TOWN ELEMENTARY from the drop-down menu next to “School or Group 1.”
- In the “Special skills, languages, or hobbies” box please write “El Buen Pastor LCS” to indicate that you will be volunteering with us.
- From the list of check-boxes at the bottom of the form select “After Hours Remediation Tutor”
- Click “submit” to activate your application for processing.

When the school has cleared you as a volunteer you will receive a confirmation email. If you would please forward this email to Anajahi Inoa (anajahi@elbuenpastorlcs.org), Administration Assistant at EBPLCS, who will keep it on record for the year.

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