KeepnTrack : How to be a KnT Volunteer

So, you want to be a volunteer? It's easy to submit an application through the KeepnTrack sign-in kiosk. Let me show you how.

Volunteer Application Process

At the bottom of the KeepnTrack sign-in area there is a section for Volunteer Applications. Click on the button for Online Application.

A new screen will open with the application, and the first thing you'll see is the FCRA Disclosure Form. Read this through carefully, then click on either 'I do not give my consent' or 'I freely give my consent' for background checks.

Next, you will need to fill in your Personal information. Fill out all the fields marked in blue, such as your name and birthdate, and any other information relevant for your application, such as Volunteer Type. Press Continue.

Enter your Contact information; again, fields in blue are required. Continue.

There may be additional Questions here; those labeled in blue are required.

Select the Facilities where you want to volunteer, and Continue to choose particular Activities at those facilities. Continue.

Availability lets you enter Preferred Times to volunteer, and any notes regarding yourself or your application. Continue.

You will be able to review all of your application information on this last page. If you need to make changes, go Back, or if it is correct, click Submit to submit the application.

The application will be reviewed. If you filled out your email, you may get an email notice of acceptance or rejection; or may need to contact the administration to find out the application status.