

# Adding/Amending Identification on an existing Volunteer Application



ISSAQUAH  
SCHOOL DISTRICT 411

After logging go to the “My Checklist” tab and click on “My Uploads”

ISSAQUAH SCHOOL DISTRICT 411 Learning locally, competing globally

Home My Profile **My Checklist** FAQ

**My Checklist**

Using My Checklist

CLICK EACH ACTIVITY TO COMPLETE THAT CHECKLIST ITEM.

- ✗ --indicates a required item that is not complete.
- ✓ --indicates an item is complete.
- --indicates an optional item.
- ☑ Click to view My Checklist on any page.
- ℹ Click to view HELP on any page.

You may click the **Application Summary** button below to preview and print a report displaying information you have added to your application record. If the report does not appear, check for a pop-up blocker and allow pop-ups from this site.

Activity	Status	Date
<a href="#">Volunteer Agreement</a>	✓	
<a href="#">Volunteer Coach Information</a>	✓	
<a href="#">Volunteer Orientation 2015-16</a>	✓	
<a href="#">Volunteer Preferences</a>	✓	
<a href="#">Volunteer Orientation 2016-17</a>	✓	
<a href="#">My Uploads</a>	✓	
<a href="#">Submit Verification Signature</a>	✓	

First, indicate that you would like to upload a driver’s license by clicking the circle. Then use the “Browse” button to search your device. Once you’ve selected your file click “Upload File” to add you license your application.

Before attempting to upload please make sure that you file is one of the acceptable formats and does not contain any punctuation (i.e.: commas, periods, etc.)

**My Uploads**

Upload Documents to My Application.

The grid below displays the types and number of documents you are required to upload. You may upload more documents than are required.

To upload a document, use these 4 easy steps:

1. Click the button to select the document type to upload (CPR/AED/First Aid, Driver's License, Other, etc).
2. Click the Browse button below to locate the file on your computer.
3. Click the Upload File link below the browse field.
4. When finished uploading, return to My Checklist to update your application status.

The files you upload display at the bottom of the page. You may delete a file. Click the icon ℹ on the right for more help.

Select Document Type

CPR/AED/First Aid  Driver's License  Other

Fingerprint Report

Upload a File

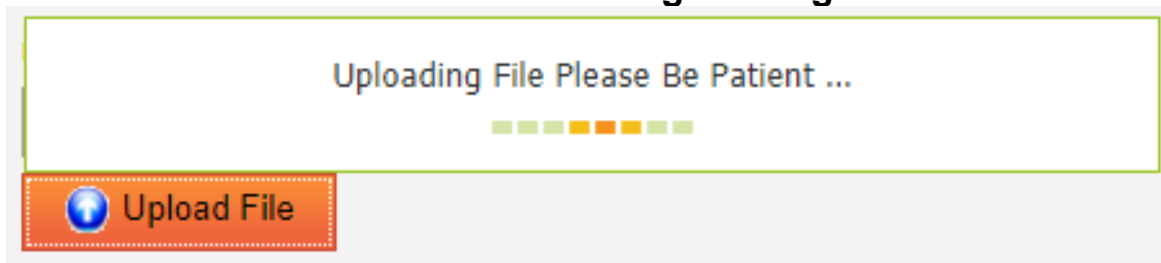
You have 5000 KB space left in My Uploads. Valid files are '.doc,.docx,.txt,.rtf,.jpg,.gif,bmp,.png,.tif,.pdf,.jpeg'.

Type	Required	Records
Driver's License	1	0 ✗
Other	0	0 ✓

Type File Name Size Date

Return to My Checklist


Your file will take a moment to upload. While it is processing you will see the following message:





Once your identification has been uploaded you will see the file name appear under file type. ***Please click on the file to verify that the file you uploaded works.***

Type	File Name	Size	Date
Driver's License	 <a href="#">ISDLogoCircle.pdf</a>	56 KB	9/21/2017 

Now your upload is complete! Please click the green “Return to My Checklist” arrow to be taken back to your checklist.

Type	File Name	Size	Date
Driver's License	<a href="#">ISDLogoCircle.pdf</a>	56 KB	9/21/2017 

 Return to My Checklist 

Your application will be marked as “Complete” when all items under the “My Checklist” tab go from red **X**'s to Green **✓**'s

Once your application is “Complete” you will receive a confirmation e-mail from the Volunteer Application System, ***this is not confirmation of approval to volunteer in the Issaquah School District.*** This is e-mail is notifying you that you’ve completed all checklist times and the Human Resources Department has begun your background check. Pending a satisfactory report you will receive a **second e-mail confirming your approval to volunteer for the 2017-18 school year in about two weeks.**

(If you experience issues creating an account or completing your application please contact our help line at: [Volunteers@issaquah.wednet.edu](mailto:Volunteers@issaquah.wednet.edu))