

Directions on how to report volunteer hours on the LCVN website

1. Use [THIS LINK](#) to go to the Lake County Volunteer Network website or visit:

<https://www.lakecountyohio.gov/senior-services/home/lake-county-volunteer-network/> [Lake County Volunteer Network - Senior Services \(lakecountyohio.gov\)](#)

If using a mobile phone, you can scan the QR code below by opening your phone camera and clicking the yellow highlighted link to get to the correct website page.



2. Click the link “Enter Hours Served” – This will bring you to the login page for entering hours.



3. The first time you login, enter your username which is your first name and last name with no space in between. It doesn't matter if you use capital letters or not.

Username Example: TomSmith

4. Enter the temporary password **volunteer** then click 'OK'.

Lake County Volunteer Network

Enter Hours You Have Served

If you do not know your username or password, please contact us.

Instructions:
Enter your User Name and Password into the form below, then click the OK button.

User Name:

Password:

5. The next step is to change your password. Changing your password is required. You can also change your username, but it is not required.
6. Enter a new password. It can be as simple as you'd like. Click 'OK'.

Current User Name: foodbank

New User Name:

Current Password: volunteer

New Password

7. Click 'Log Out'
8. This will bring you back to the login page where you will enter your username and new password, then click 'OK'.
9. After entering your credentials and clicking 'OK', you will be on the page where you select your NAME. Select your NAME by clicking on it once and then click 'OK'.

I wish to report hours served for this Volunteer/Job:

- Ezell, Betty -- Driver Services Helper
- Hinton, Mary -- Driver Services Helper**
- Kretzer, Helen -- Driver Services Helper
- Lawson, Helen -- Driver Services Helper
- Lovelace, Dorothy -- Driver Services Helper
- Purser, Jacqueline B -- Driver Services Helper

Click the 'OK' button below to proceed to the next step and enter the hours served.

OK Cancel

10. This will bring you to the page where you enter your hours. Choose the month and year of service and enter your hours and minutes. Click 'OK'.

I am entering hours for this Volunteer:
Hinton, Mary -- Driver Services Helper

The hours were served in: April 2023

In this month I served: 0 Hours 0 Minutes

A prompt will ask you if you are finished. Click 'OK'

Your hours are now saved and submitted. You can either click the link to enter more hours for another station/organization by repeating the same process or click 'Log Out' when you are completely done with entering hours.

Hours Saved

Your hours have been saved. Thank you.
Hinton, Mary -- Driver Services Helper, 16 hours, 0 minutes.

[Click here to enter hours for another volunteer.](#)

[Home](#) | **Log Out** | [Change Your Password](#)

11. You will not have to change your password every time you log in. From now on you will continue to use the new login credentials you created.

12. All volunteers are required to enter their own volunteer hours each month by the 10th day of the following month. Each month Cristen Kane will email a reminder email to all volunteers with these instructions included.

If you have any questions, contact Cristen Kane at (440) 350-5360 or cristen.kane@lakecountyohio.gov.



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