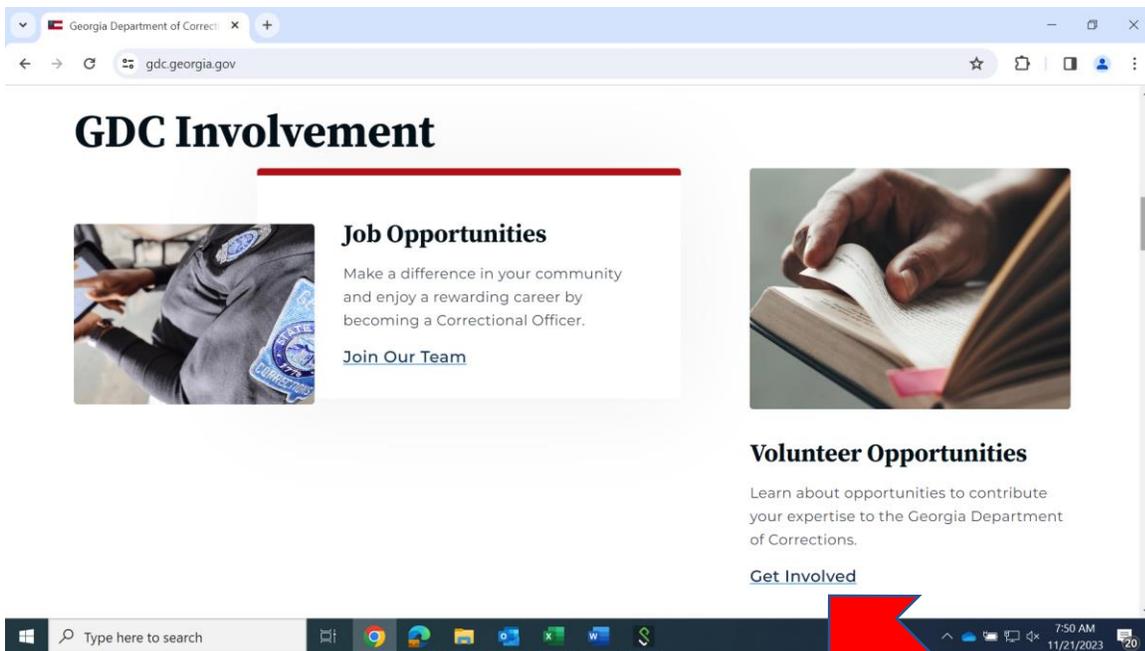


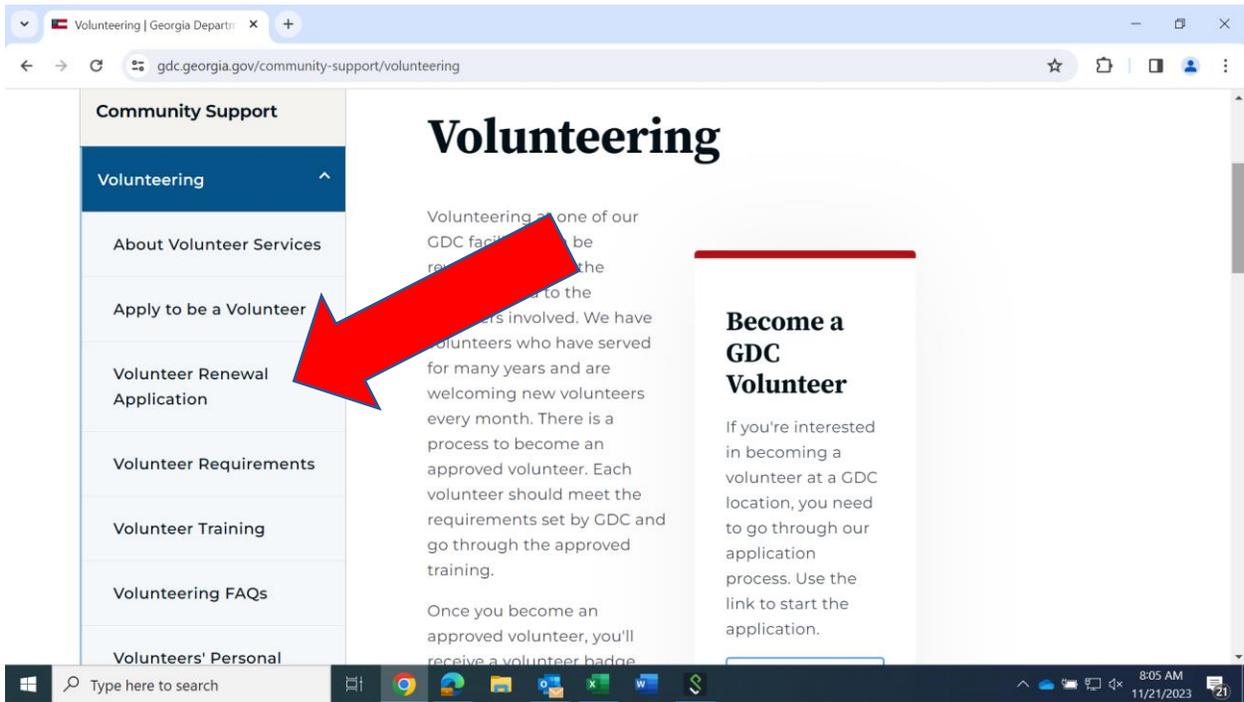
1. Go to <https://gdc.georgia.gov> on your web browser and find the GDC Main Web page.



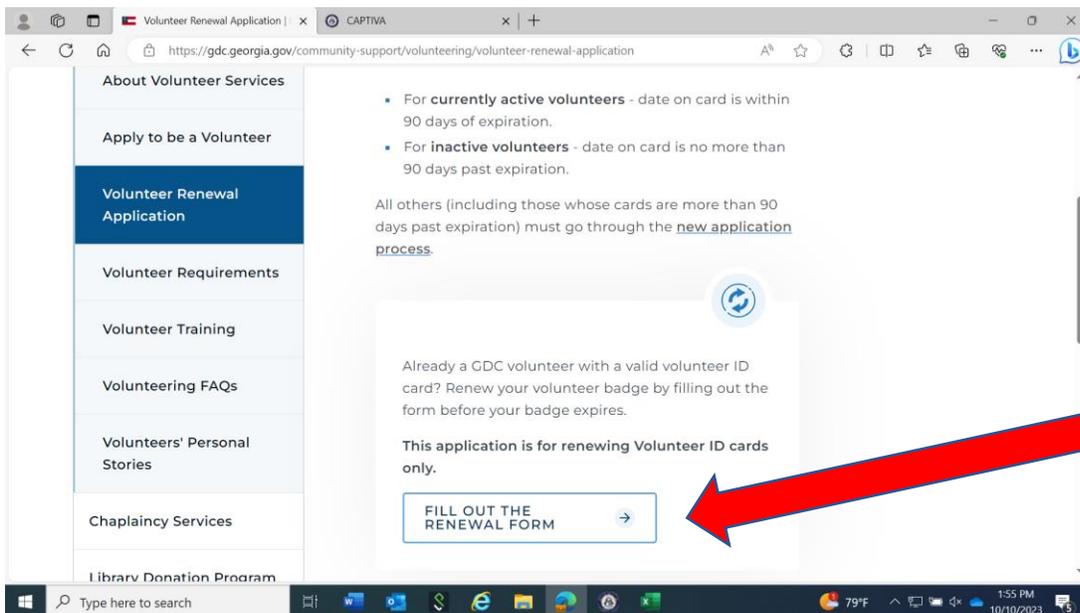
2. Scroll down to the bottom of the page using the gray scroll bar on the screen right hand side and locate "VOLUNTEER OPPORTUNITIES". Click on "GET INVOLVED":



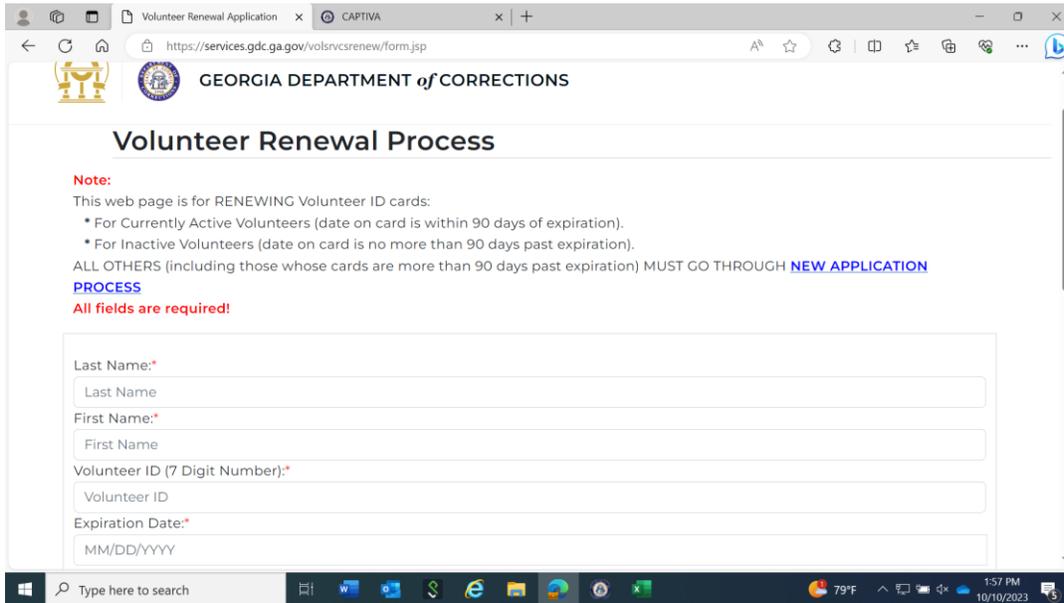
3. Locate **Volunteer Renewal Application** on the menu and click.



4. Review the **Volunteer Renewal Application** instructions found on this page and click on “**Fill OUT THE RENEWAL FORM**” to begin the renewal process.



5. You will see the Volunteer Renewal Process login page. You must login using your individual volunteer information.



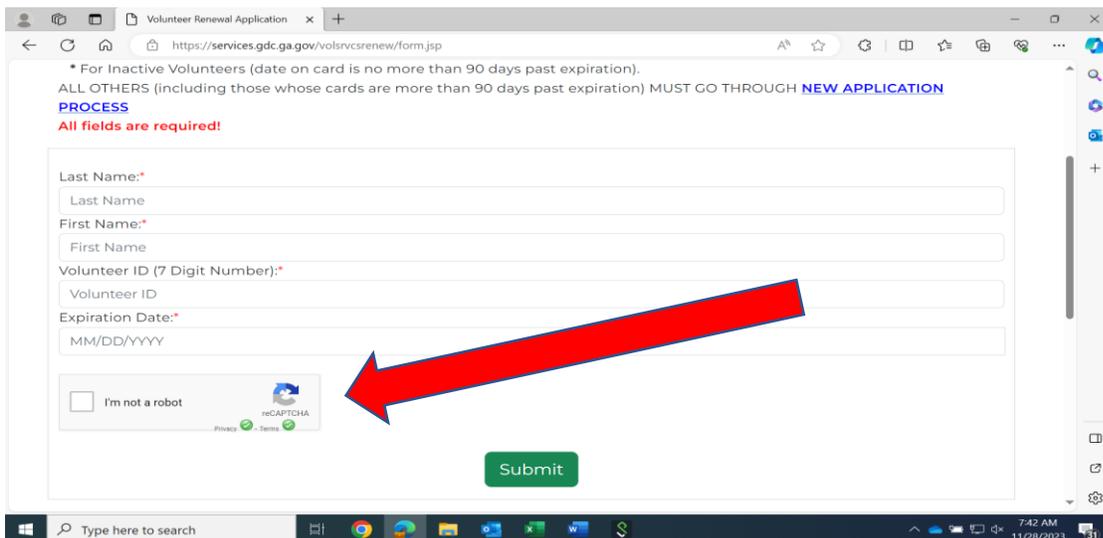
NOTE: This web page is for RENEWING Volunteer ID cards:

- * For Currently Active Volunteers (date on card is within 90 days of expiration).
- * For Inactive Volunteers (date on card is no more than 90 days past expiration).

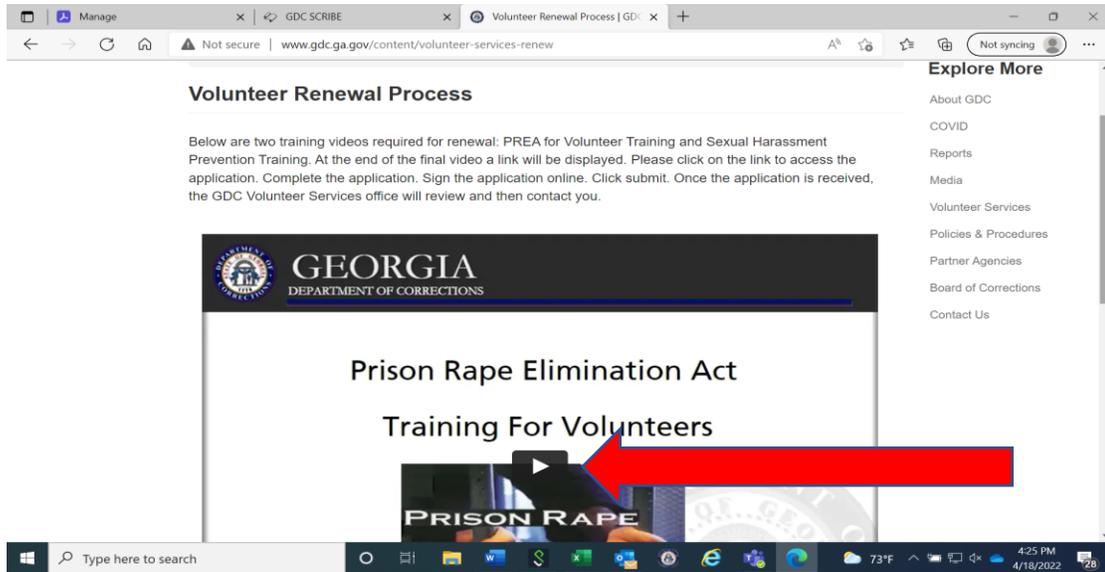
ALL OTHERS (including those whose cards are more than 90 days past expiration) MUST GO THROUGH THE NEW APPLICATION PROCESS.

Information from your current Volunteer ID card must be entered in the identified fields This information will be compared to existing records and if successful, you will proceed to the mandatory videos. If you are unsuccessful, you should receive an "Invalid Data" or other notice in this block.

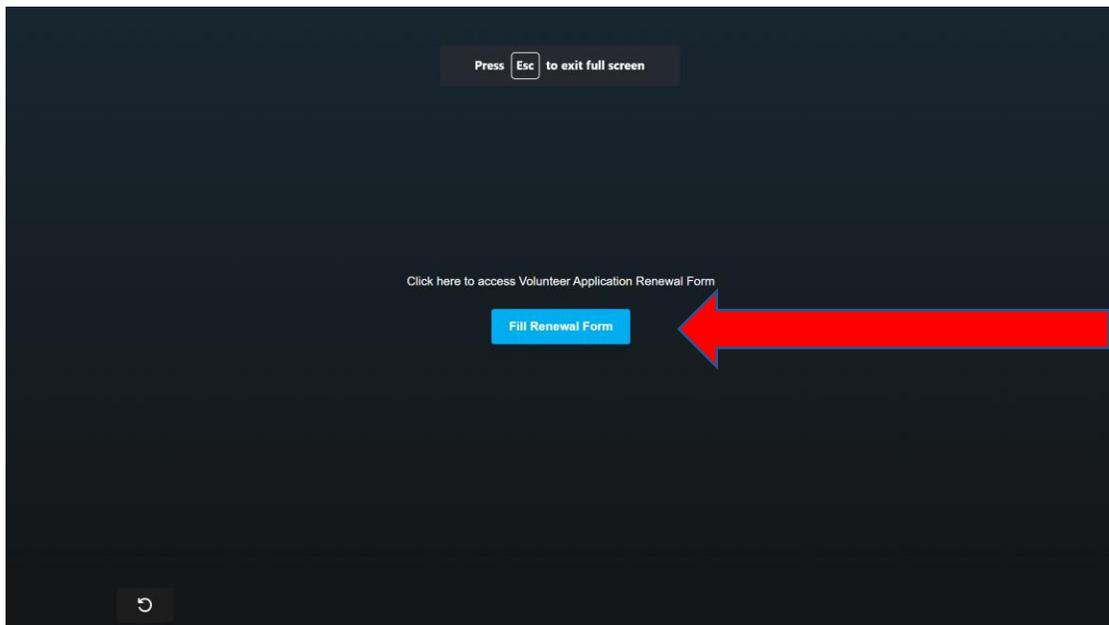
Note that you must also check the " I AM NOT A ROBOT" block at the bottom left BEFORE submitting your information.



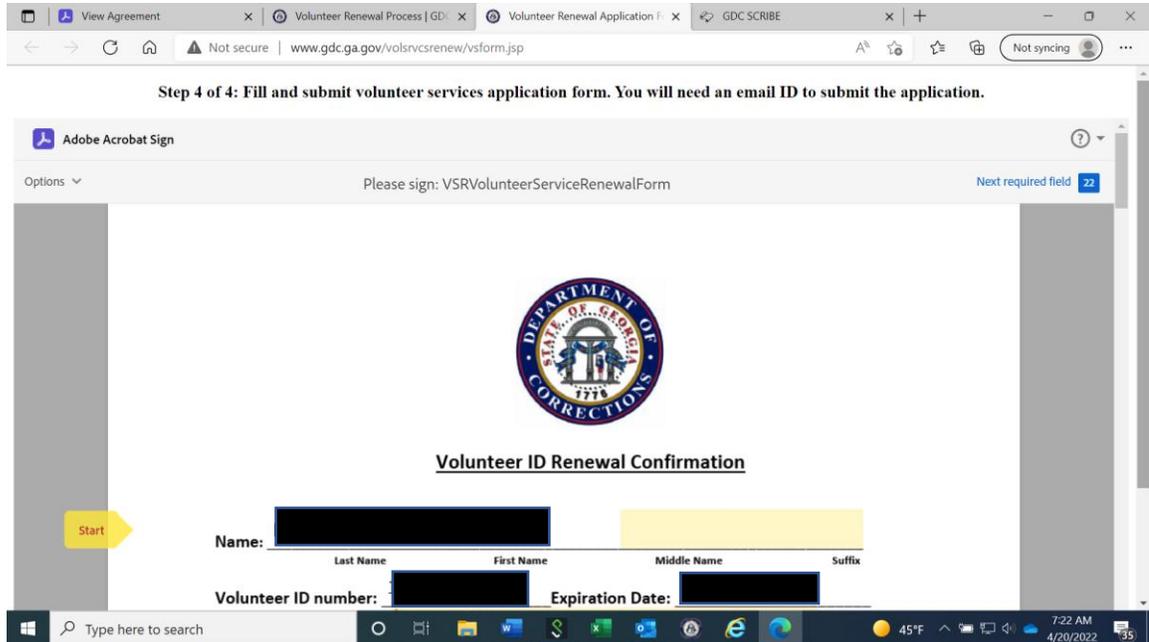
6. Upon a successful login, you will see a screen with a video. There are two mandatory videos that will run consecutively for approximately 40 minutes. **Press the arrow in the center of the screen to start the videos. You can pause the videos, but you cannot fast forward them.**



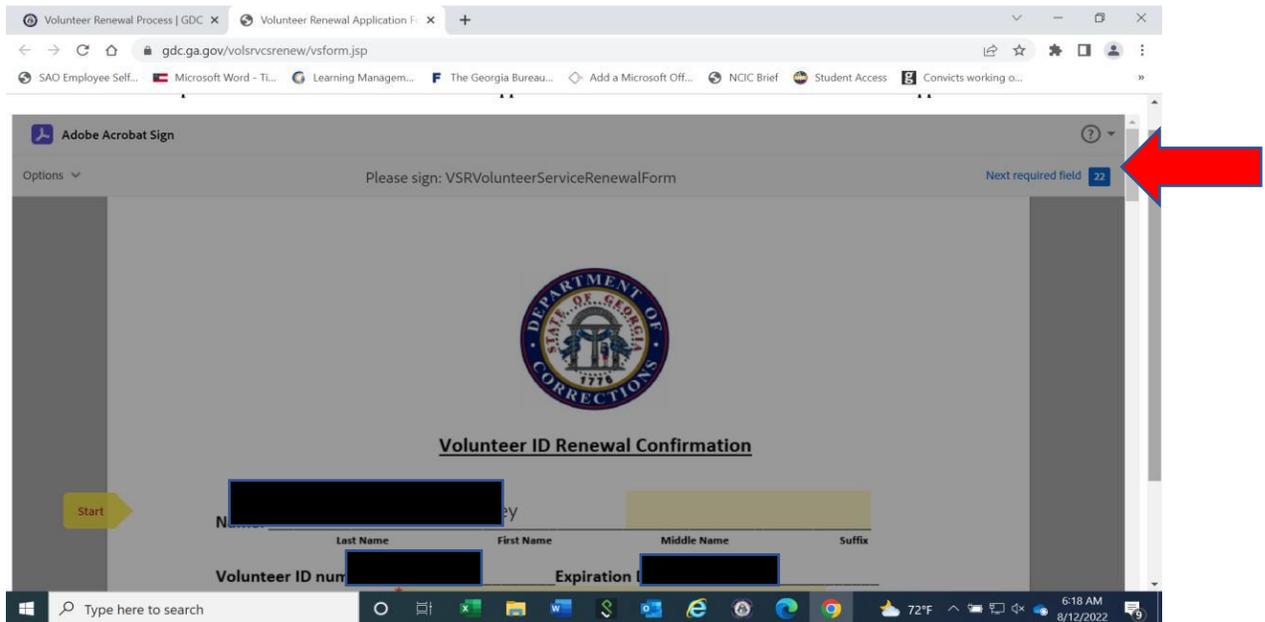
7. Once the mandatory videos are completed, you will view a screen as below. Click on the blue box to begin filling out the forms. Specific name and ID card data are already added for you and cannot be changed.



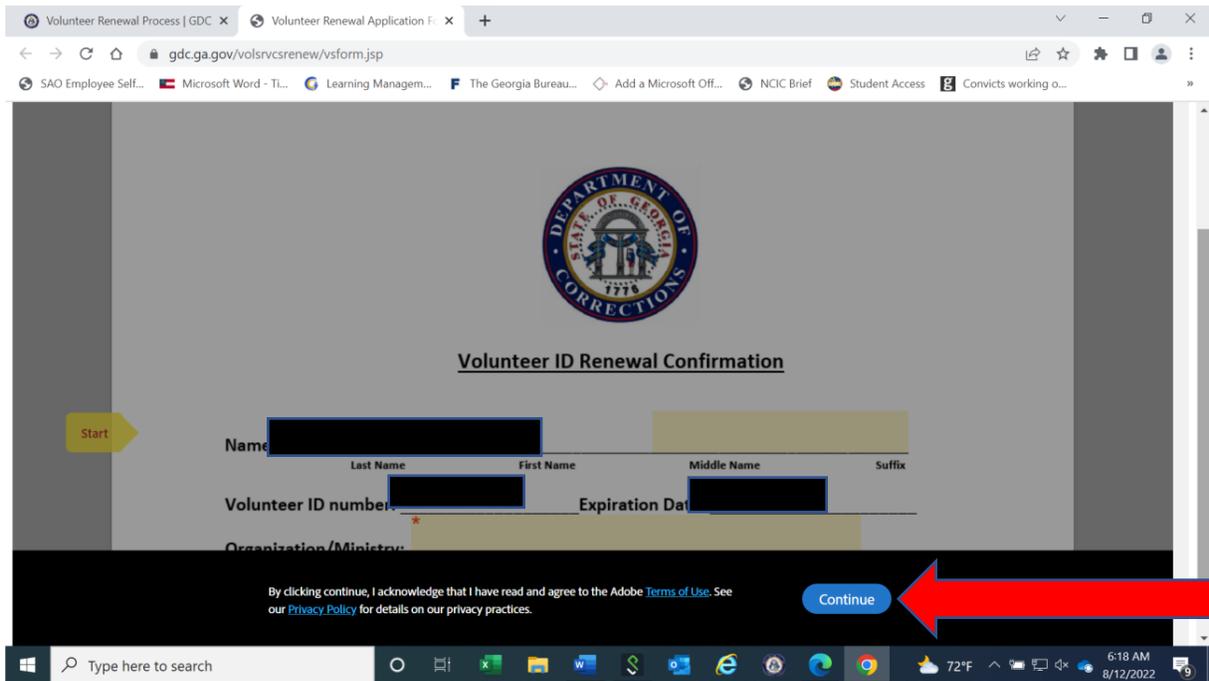
8. Complete the Volunteer ID Renewal Confirmation Information form and the GCIC/NCIC check form. You will then complete two attestation forms indicating that you have viewed the mandatory videos and specific identified points. Your page view should appear something like below as you are ready to begin completing the forms.



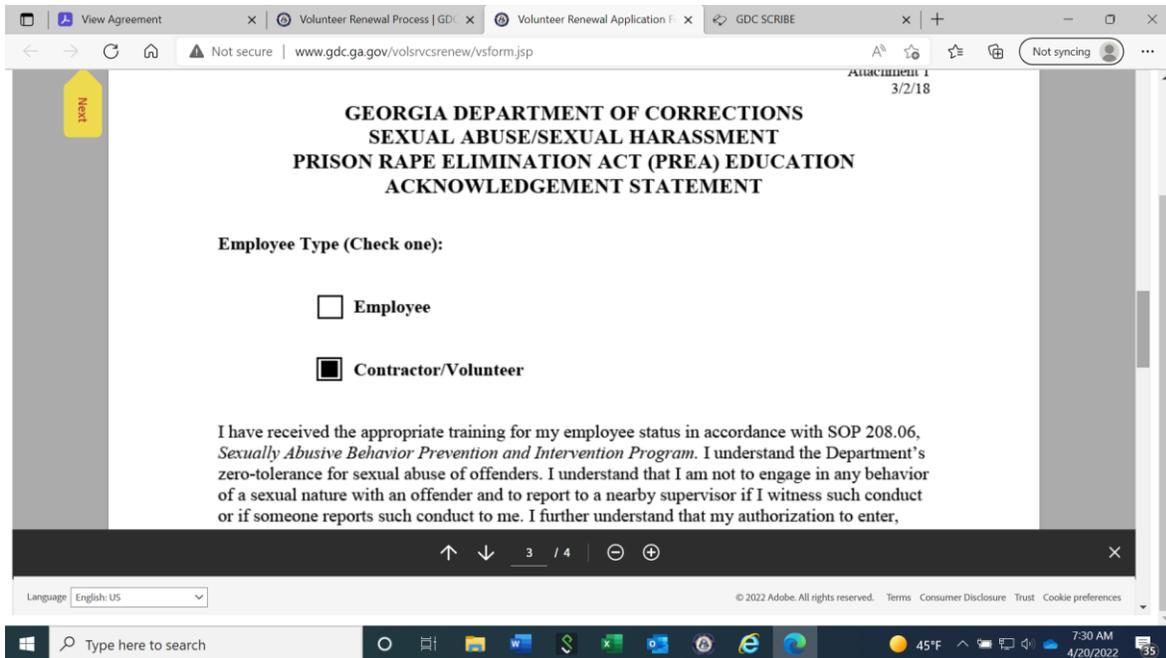
NOTE: If your web page appearance appears "GRAYED OUT" locate the inside scroll bar on the right side of the screen. and scroll down until you see a BLUE Box. Click on the "Continue" button and your page view should appear normal and available for data entry.



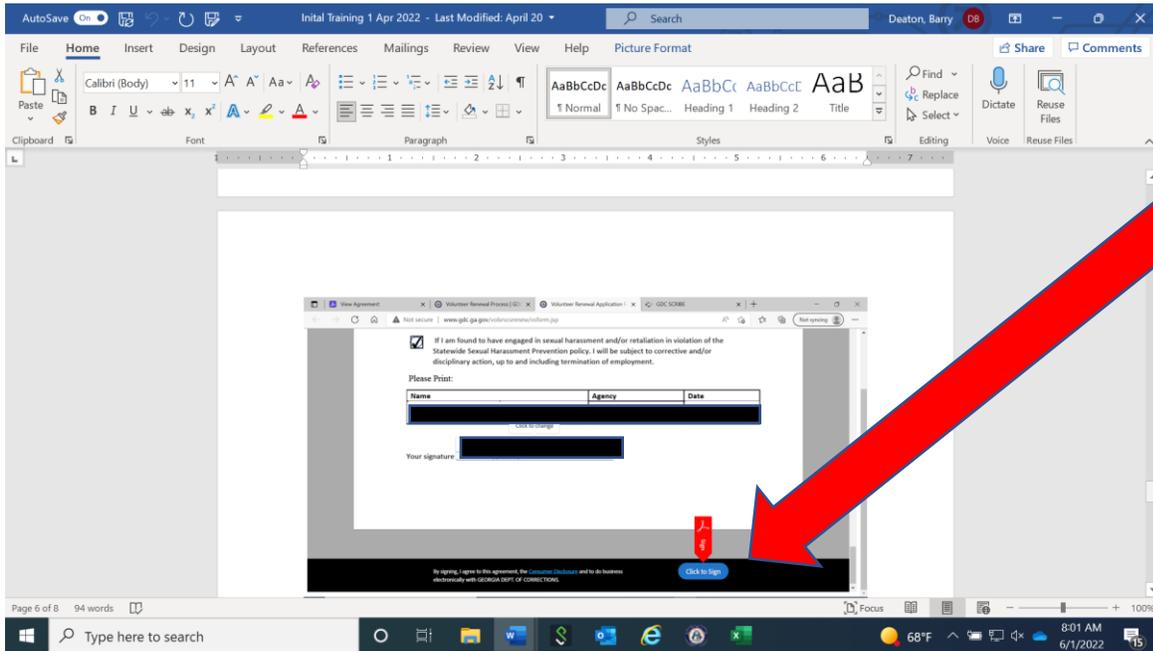
Scroll down until you see a BLUE "Continue" Box (See arrow below)



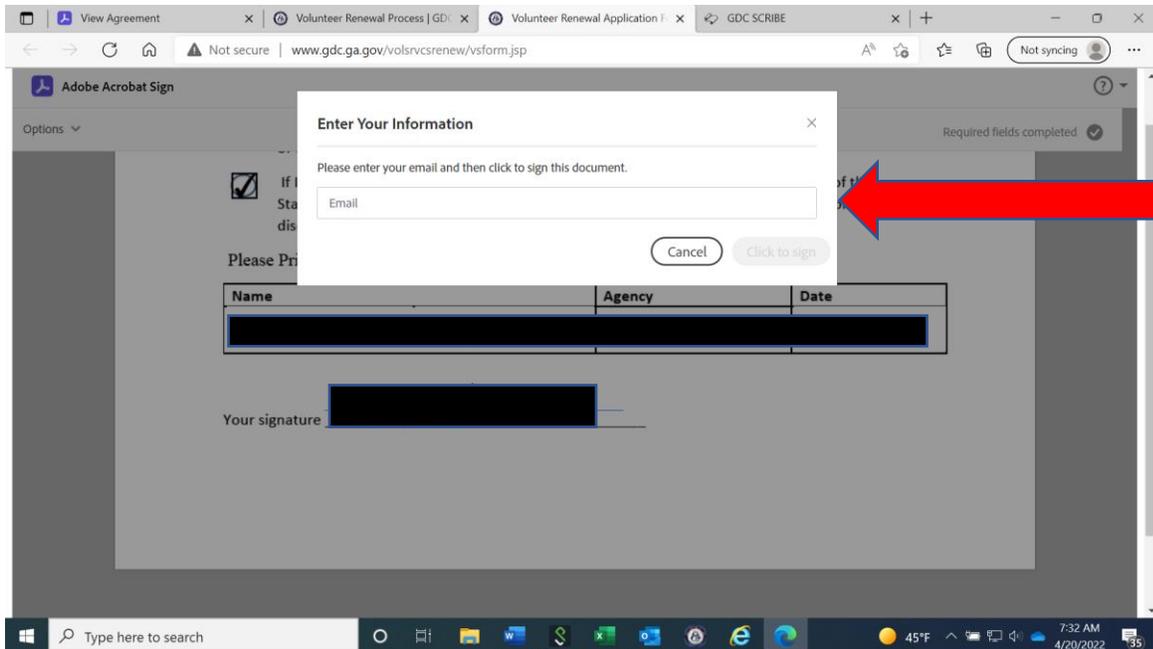
Attestation Form example view:



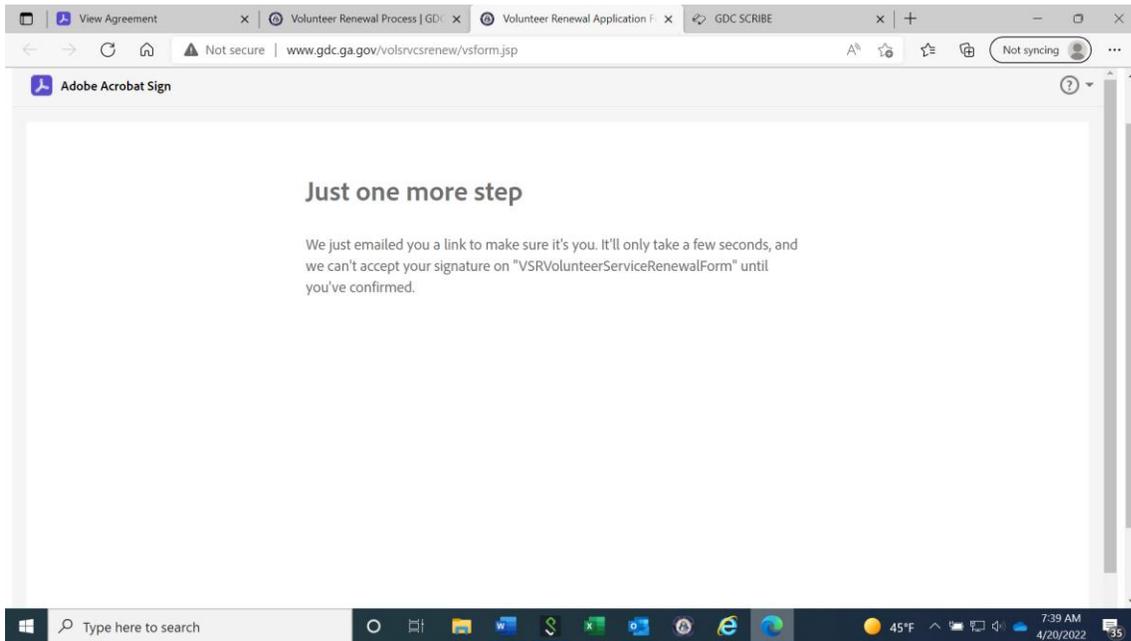
9. Once all forms are completed, you will click the identified final “click to sign” button. **You will NOT be able to click the “click to sign” button until all required data fields are completed.**



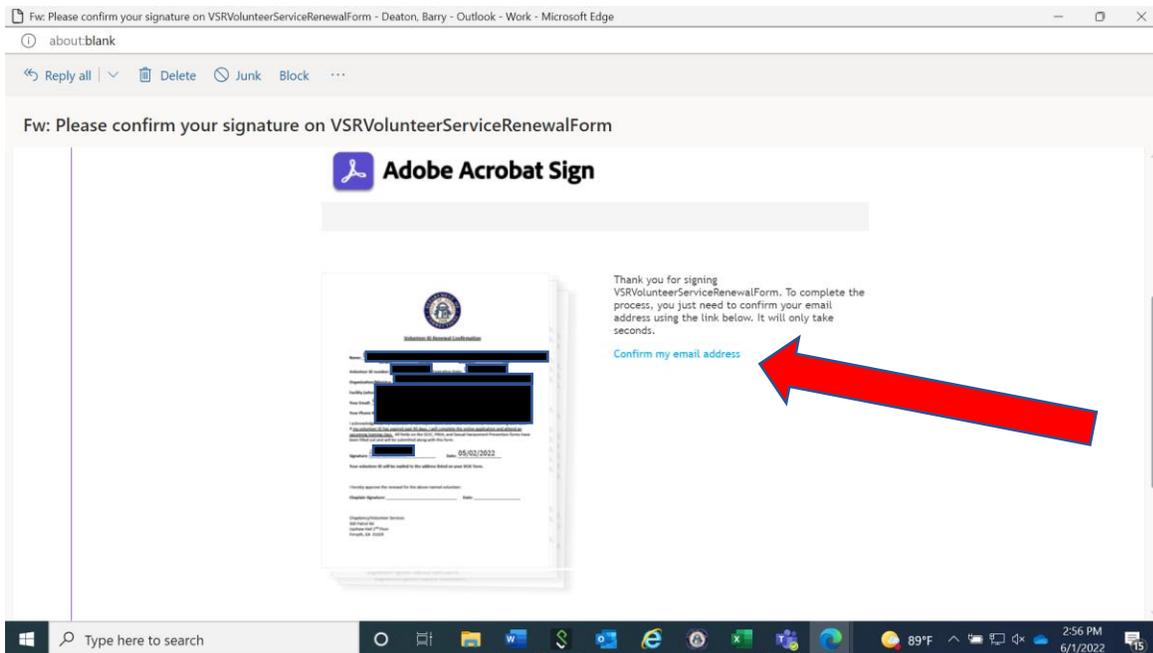
You should next see a block requesting you to enter your current personal email address:



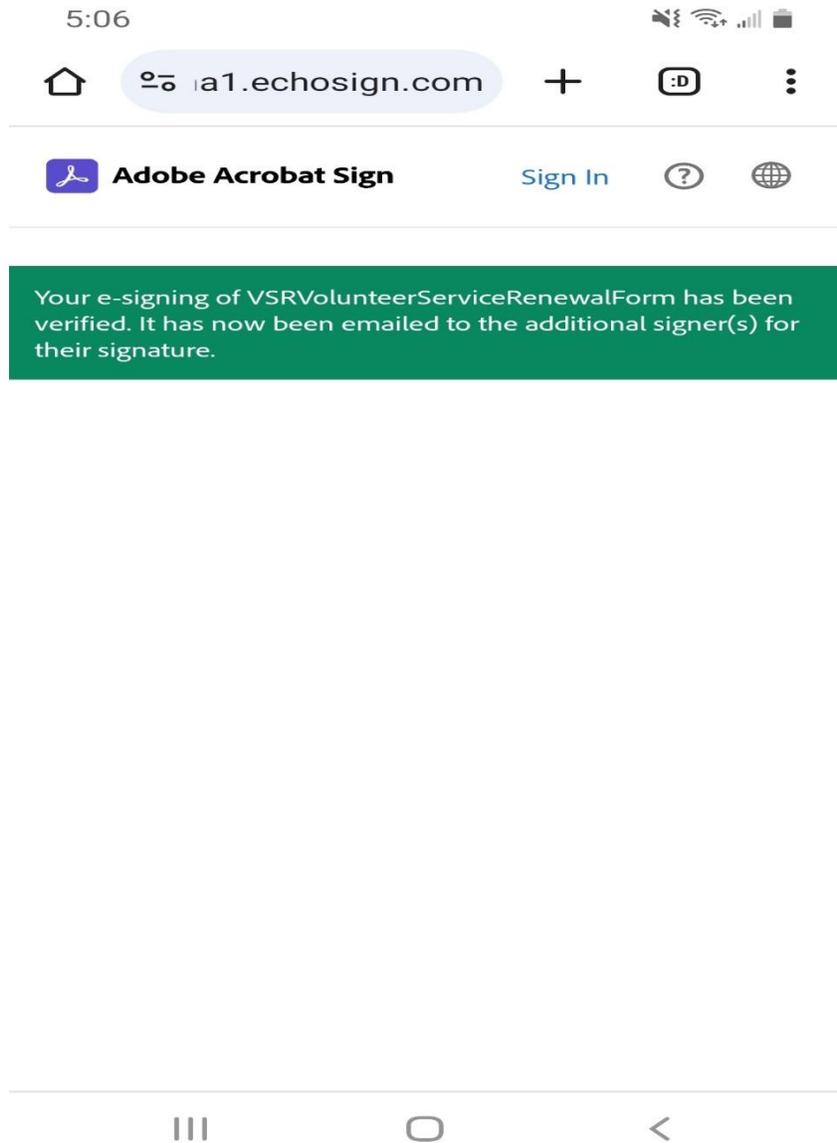
Additional instructions for you to check your personal email box for a message to confirm your identity.



10. Once you find the email in your personal email inbox with the subject: **“Please confirm your signature on VSRVolunteerServiceRenewalForm”**, click on the link to confirm your email and your identity. Clicking on this link is required to complete your renewal application submission.



Once you click on the link, a message like the example below normally, depending on your individual computer settings, appears on your screen.



Questions or Assistance: Contact the GDC Chaplaincy/Volunteer Services Team at 478-992-6406/5908 or chaplaincy.services@gdc.ga.gov