



*Information is Power!*

### ***VOLUNTEER APPLICATION INSTRUCTIONS***

Please note you must complete your on-line volunteer criminal background search request with-in 9 minutes or your request session will time out.

#### **Accessing the Volunteer Application Portal**

- Go to [www.mcdowell.k12.nc.us](http://www.mcdowell.k12.nc.us)
- Then click on the “**Volunteer**” tab at the top of the page
- Click on “**Background Check**” this is almost at the bottom of the page
- Click on “**Volunteer Application**”

#### **First Page of Application**

- Click the “**Volunteer Application**” Button
- Fill in your First, Middle and Last Name ( This **MUST** be your legal name)
- You must enter your social security number to be able to proceed to the next page
- Click the “**I Agree**” button

#### **Second Page of Application**

- Your name has already been filled in for you
- All areas in **RED** are required fields and must be completed to be able to process the request.
- Under “**School Information**” you must select at least one school
- After completing the request, type your Name in the “**Electronic Signature – Verification**” box
- Click the “**Submit Application**” button
- Your volunteer order # will be displayed, click the “**OK**” to end your session.

*Thank you for your interest in becoming a volunteer with McDowell County Schools*