

DIRECTIONS FOR COMPLETING THE ONLINE APPLICATION

1. Go to the Lake County Public Schools [volunteer application link](#).
2. Create an Account
 - a. Enter an applicant user name
 - b. Enter a password
 - c. Write these down somewhere safe
 - d. Click on "Create Account"
3. Fill in the boxes
4. Follow the prompts on the next several screens – very intuitive
5. When you get to the "Application Help Page", click on "My Application" in the top menu bar.
 - a. On the "General Information" page check the answers already filled in from before.
 - b. Fill out the remaining boxes with red *s.
 - c. Click on "Save and Next"
6. "Address Page" – fill boxes in and then click on "Save and Next"
7. "Preferences Page"
 - a. Complete the 3 "School Preferences". Select Oak Park Middle School for preference 1. The rest (2 and 3) are your own choices.
 - b. Complete the rest of this page as you see fit. Anything without red *s are not required, but if you intend to volunteer in the future whether it be at Oak Park MS or another Lake County Public School, you might want to fill in some of the boxes.
 - c. Click on the "Save and Next" button.
8. "Additional Information Page" – This page is completely optional, but if you intend to volunteer at Oak Park Middle school or another school in the future, this might help the administration determine the best placement scenario based on your responses here. Click on "Save and Next".
9. "Multilingual Abilities Page" – Click "Add" if you speak other languages and complete the boxes. Click on "Save" if you didn't add a language and Click on "Save and Next" if you did.
10. "Attachments Page" – you can attach a resume, teacher certificate, or any other documents you want to if you wish, but this is not a necessary step. Click on "Next".
11. "Background Information Page" – Answer the questions. Click "Save and Next".
12. "Volunteer Verification Authorization Page"
 - a. Read the guidelines available through the link under #1
 - b. Click the "understand and agree" box
 - c. Click the "Save and Next" button
13. Almost Done Page – **You are done!** You can click on the preview or printable application link in the side menu to see your completed application.

MOST IMPORTANT STEP – EMAIL ME AT: kochlany@lcwadvocacy.org to let me know that you have finished the application so that I can let Dr. Langley know.