Getting Connected to VicNet

online volunteer portal

volgistics™ Volunteer Logistics

VicNet is an online portal that allows you to interact with the Humane Society of Central Illinois. Through this portal you can:

- Receive news and messages from your HSCI
- Keep your personal information up-to-date
- View and manage your schedule
- Review your service history
- Manage your email and text message preferences

This help topic provides you with a brief overview of the VicNet portal and how to use it.

1. Logging into VicNet

HSCI has sent you a link to get into the portal by creating your own password.

https://tinyurl.com/HSCIVicNet

2. The Home tab in the portal shows basic news and updates.
3. The mail tab will show any communications that HSCI has sent to you.
4. The schedule tab is where you can go in and view or modify your schedule.

a. **To remove yourself from a scheduled shift**, click on that shift in the calendar and then select “remove.”
b. You can also see all open slots in the calendar view. **To pick up a shift**, click on the opening and select “schedule.”
c. **To view just your scheduled shifts**, go to the top right corner of the calendar page and select the schedule drop down, then select "your schedule."

If you have any questions or concerns, please refer to the volunteer guides on how to use VicNet through this link: Volgistics Help - Volunteer Guide for New VicNet

If you have further questions after reviewing the guide, please reach out to volunteers@hscipets.org

Thank you for all you do for the Humane Society of Central Illinois