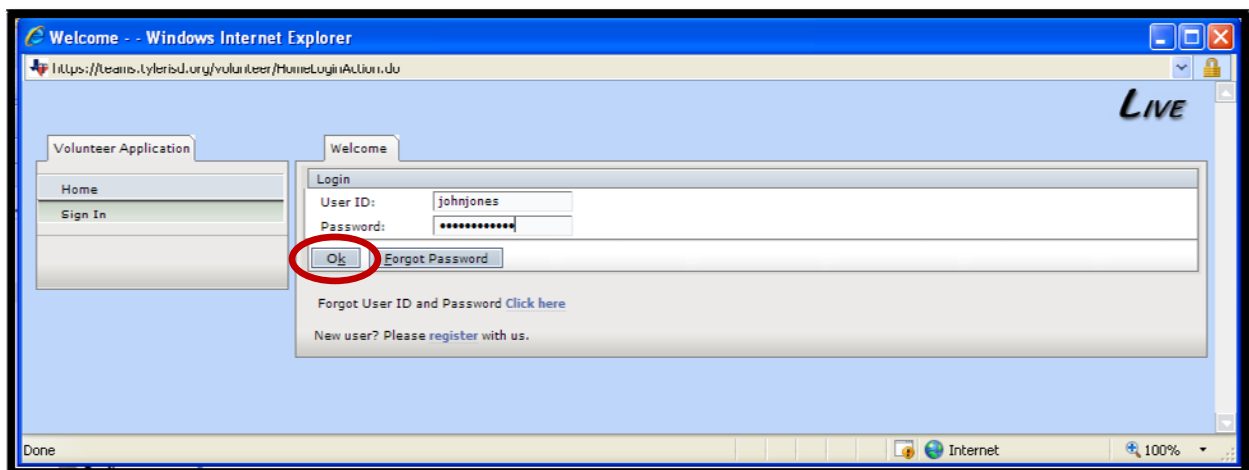


## Detailed Instructions for Returning Volunteers

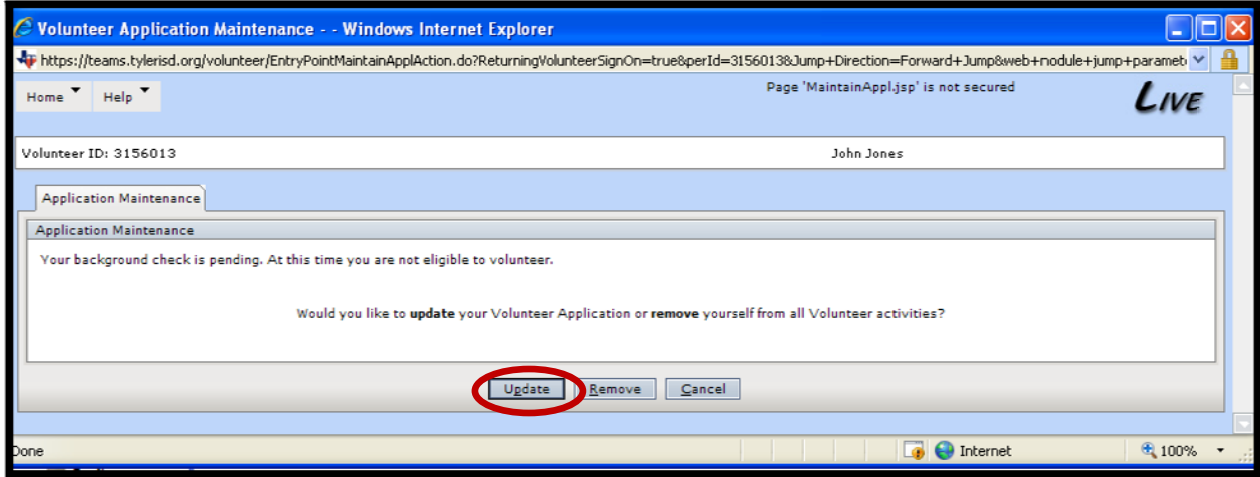
1. Visit the volunteer website at <http://teams.tylerisd.org/volunteer> and click "Returning Volunteer"



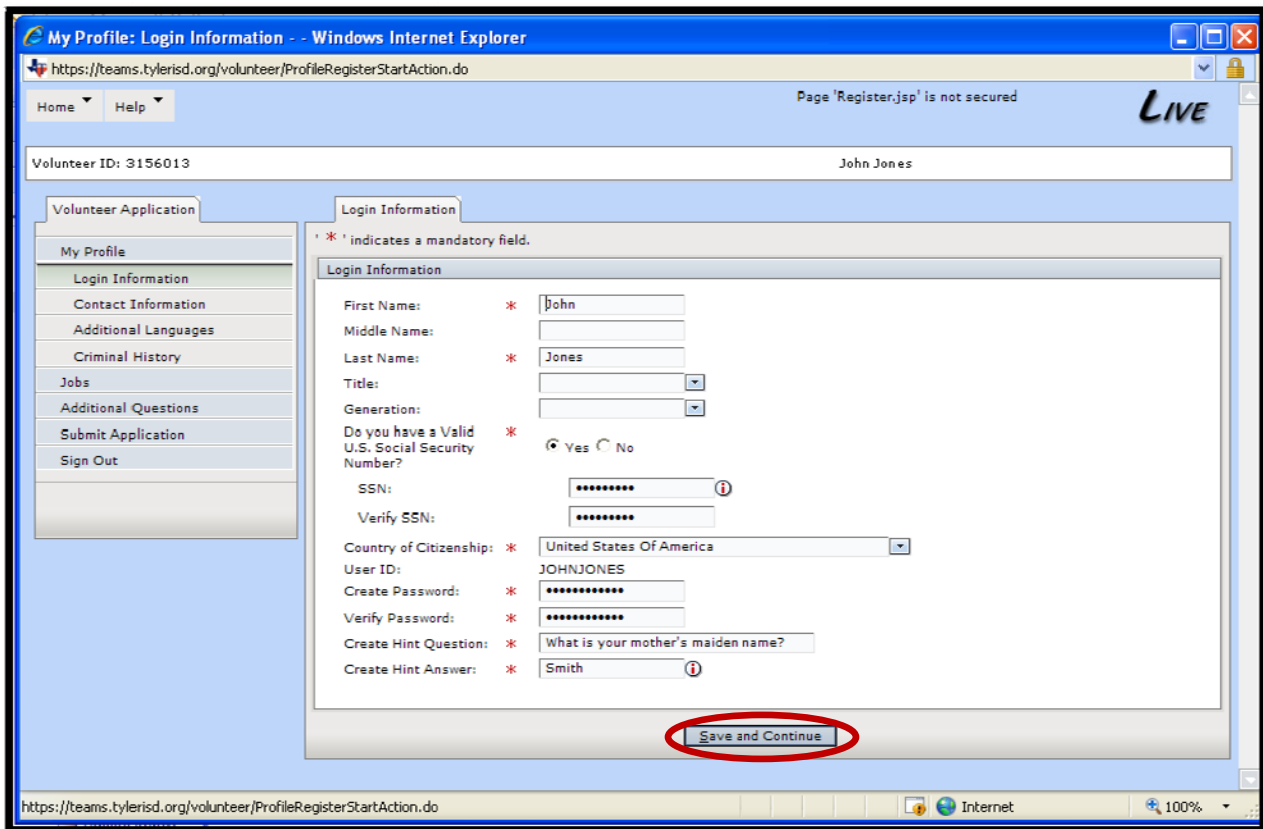
2. Type in your Username and Password and click "OK". Note: If you have forgotten your username or password, click "Forgot Password" to obtain your login information.



3. Click "Update" to review your preferences and renew your application.

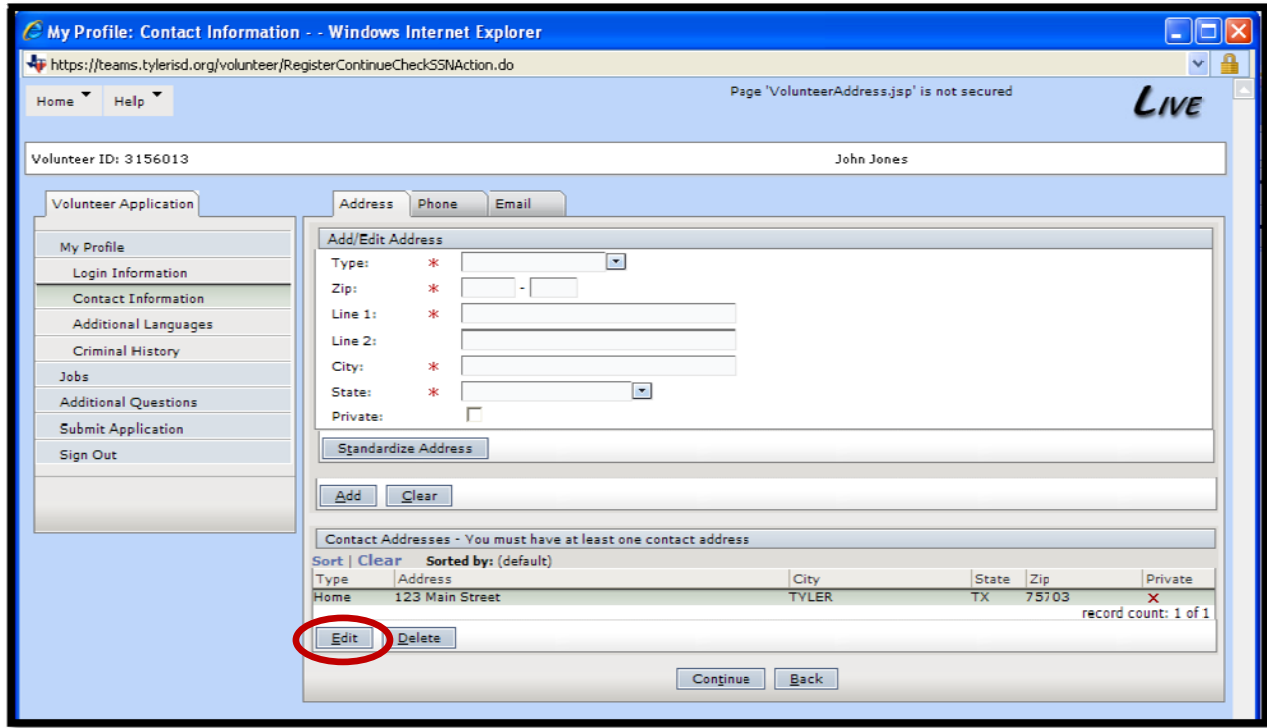


4. Review each screen carefully. If you would like to make any changes, such as an address change, phone number change, or campus change, please do so and then click "Continue" at the bottom of each screen.

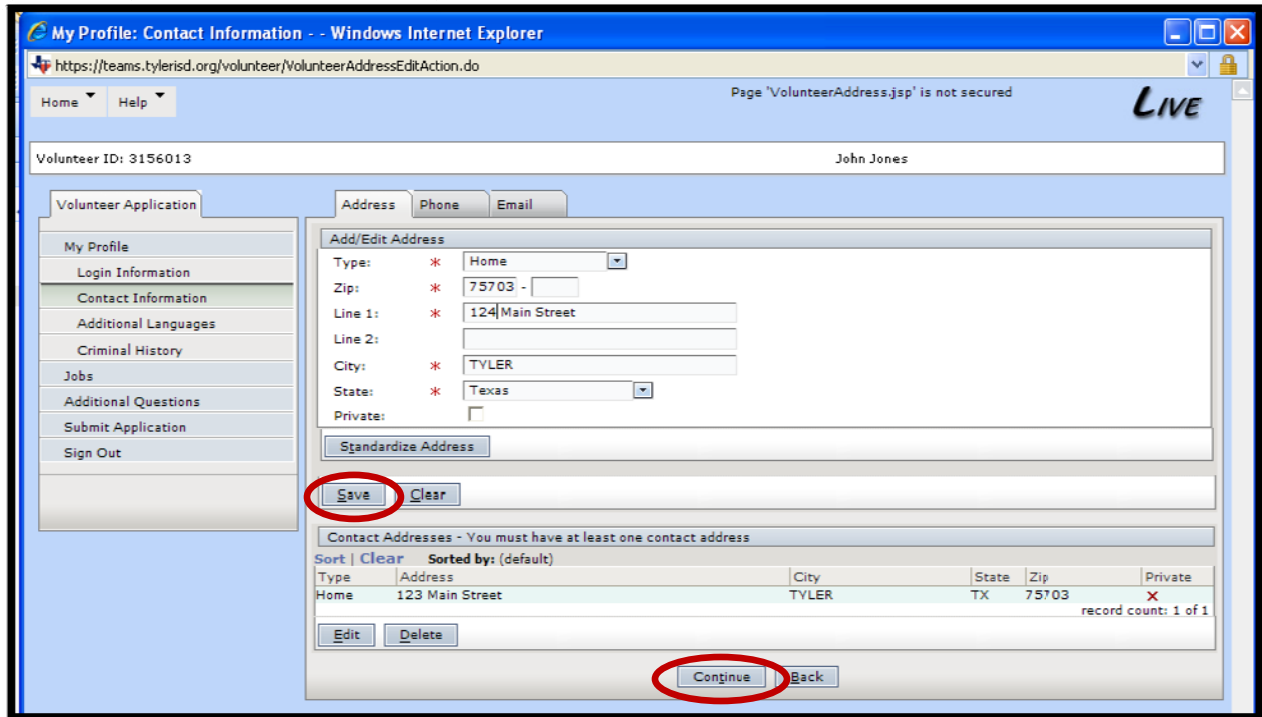


#### (Supplemental Information for #4) Editing an address, email, or phone number

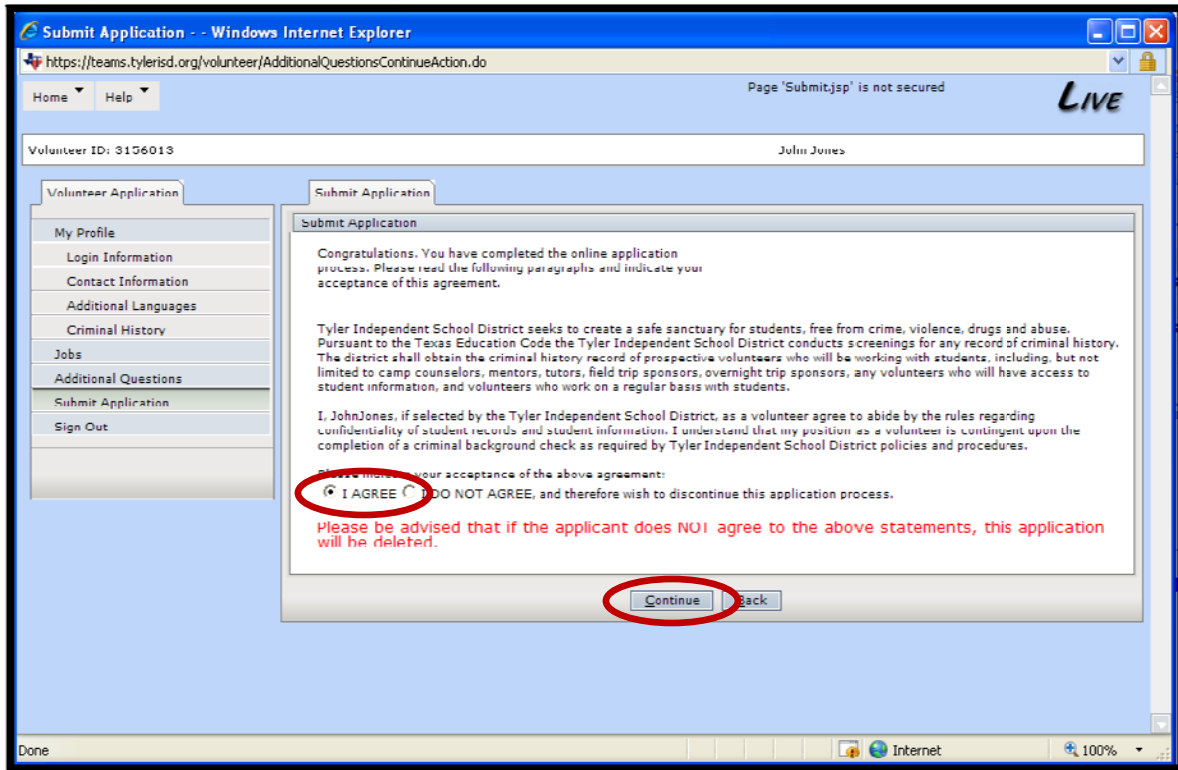
Click the address (or email or phone number) you want to edit to highlight that line and click "Edit".



Make the necessary changes and click "Save". Then click "Continue" at the bottom of the screen.



5. After reviewing your job preferences, click “I Agree” on the final screen and then click “Continue” to submit your renewed application to Tyler ISD.



6. That's it! If you renew during Early Enrollment, you should receive your new badge before the start of the new school year. *If you renew after the enrollment period, your application will be processed along with other new applicants as quickly as possible.*

**Thank you for your interest in serving as a volunteer with Tyler ISD. Please contact Brenda Parish, volunteer coordinator, at 903.262.1047 if you have further questions.**