



## Returning Volunteer Activation Instructions

Thank you for your continuous support of CMS schools!

Every summer, an email is sent to **ALL** registered volunteers asking them to **activate** their volunteer status for the upcoming school year by signing in to their volunteer profile page. Volunteers that do not do this are removed from the school's volunteer list.

**Volunteers do not have to register again in the system. If you attempt to register when already in the system, you will receive a notification that your personal information is already in use.**

In order to **re-activate your volunteer account:**

- Please visit [www.cmsvolunteers.com](http://www.cmsvolunteers.com) and log in to your account.
- Please be sure to review, update and edit any necessary information (i.e. contact information, preferred schools, etc.), and **click submit** at the bottom of the page.
- Verify that your name and last name matches the information in your drivers' license (i.e. Michael Ø Mike – Elizabeth Ø Betsy)
- If you do not need to make any changes, simply **click submit** at the bottom of the page.
- **If you have forgotten your password or login**, you may retrieve this information by clicking "forgot password" in the volunteer login page. If you no longer have access to the email you used when registering, please email [ana.brown@cms.k12.nc.us](mailto:ana.brown@cms.k12.nc.us) your full name, date of birth (DOB), the last four digits of your Social Security Number and a preferred email address.

Additional Questions?

- Please email Ana Brown, CMS District Volunteer Coordinator, at [ana.brown@cms.k12.nc.us](mailto:ana.brown@cms.k12.nc.us).

