

Presidential Volunteer Service Award Program

Volunteer User Guide

PVSA Procedures Access Website

Login Here

- Website and Login
- Website:
<http://www.presidentialserviceawards.gov/index.cfm>
- Enter in Your Temporary Login/Password: (from A&FRC)
 - Your login is:
 - Your password is:
- New Volunteers Still must Complete the Volunteer Forms and be assessed!



The screenshot shows the homepage of the President's Volunteer Service Awards website. At the top, there is a banner with the award logo and a photo of volunteers. Below the banner is a navigation menu with links: About the Award, Honor Your Volunteers, Become a Partner, Find Volunteer Opportunities, Track Your Hours, News, Meet the Council, and Help. A prominent "UPDATE" box states: "Over the next two weeks the PVSA order page will be temporarily suspended to make technical improvements. We look forward to you enjoying the improved customer experience when we are back up and running. Thank you." Below this is a section for the "2009 National Conference on Volunteering & Service" held in San Francisco, with the tagline "Civic. energy. generation." A "News & Announcements" section lists several news items with "Read more" links. At the bottom, there is a counter showing "1,617,529 awards and counting" and a "Track Your Hours" button.

PVSA Procedures Personalizing Login and Password

The First Screen will look like this.

To change your profile to a “user-friendly” name and password, Click on Profile.

You are logged in as: *svu2mn*

HOME MY SERVICE MY AWARDS GROUPS RESOURCES **PROFILE**

Welcome to your volunteering home!

Your Account


Username: svu2mn [Edit](#)

Hours you have served to date: 200.00 [View](#)

Find out more about the Awards!

Keep us up to date!

Questions? Ask us



The President's Volunteer Service Award letters, certificate and pins

Sign up for e-mails from PVSA here.

You are logged in as: *svu2mn*

HOME MY SERVICE MY AWARDS GROUPS RESOURCES **PROFILE**

Your Profile

To update your profile, use the options below. For all President's Volunteer Service Awards you need to complete all the information below. [View Privacy Policy.](#)

Your Account Information

First name: Vol N.

Last name: Teer

Your Record of Service Key: FVK-39863

Name: Aviano Air Base Volunteer Program
Address: UNIT 6/25 BOX 260
City: APO
State: ny
Zip: 09603
Phone: 010390434305657

City: _____

State/Territory: _____

Country: United States

Age: 5-14 15-25 26-49 50+

Your gender: Male Female

Email Address: simoegg@msn.com

YES, please keep me informed.
I'd like to receive email updates with news and features about the President's Volunteer Service Award along with a free subscription our email newsletter.

NO THANKS.
Please do not send me email updates about the President's Volunteer Service Award.

[Update Profile](#)

Login Information

Your username: volunteer@home-mail.o

Enter a new password: _____

Re-enter a new password: _____

[Update Login Info](#)

Update your User Name and Password Here

PVSA Procedures Tracking Volunteer Hours

To Update Volunteer Hours, Click Here

You are logged in as: svu2mn

HOME MY SERVICE MY AWARDS GROUPS RESOURCES PROFILE


Welcome to your volunteering home!

Your Account
 Username: svu2mn [Edit](#)
 Hours you have served to date: 200.00 [View](#)

Find out more about the Awards!

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Click on Update Service Record

You are logged in as: Vol N Teer

HOME MY SERVICE MY AWARDS GROUPS RESOURCES PROFILE

My Volunteer Record

To create a new Record of Service, click on "Create New Record" and complete the form. To edit a Record of Service, click on the on the green pencil icon of the particular record. To delete it, click on the red "x" icon. You can create two types of service activities: single and recurrent. Single activities occur once, while recurrent activities occur more than once and periodically, for example every Tuesday evening.

[Create New Record](#)

Narrow List
 By Calendar Year - select -
[ALL \(0\)](#) | [TO DATE \(0\)](#) | [FUTURE \(0\)](#)

Total Hours to Date: 0.00 This Calendar Year : 0.00 This Month: 0.00

Individual Activities

Logged Service Activities					
#	Activity/Organization	Date	Hours	EDIT	DELETE
			Total number of hours logged:	0.00	
Records 1 to 0 of 0					

Group Activities

Note: Only your CO can add/edit your Record of Service group activities

Logged Service Activities					
#	Activity/Organization	Date	Group Name	Hours	DELETE
			Total number of hours logged:	0.00	
Records 1 to 0 of 0					

PVSA Procedures Tracking Volunteer Hours

You are logged in as: Vol N Teer

HOME MY SERVICE MY AWARDS GROUPS RESOURCES PROFILE

[<<BACK | MAIN](#)

Create a New Service Activity

*Required

General

Service Activity * AADD

Organization Name AADD

Specific Area of Service Other

Date of Service

Was this a single day of service or a recurring activity? Single day Recurring activity

Date * 10/05/2009 (USE date picker - MM/DD/YYYY)

Hours of Service * 20
(Enter the amount of time it took to complete this individual service project)

Location of Service

City APO

State NY

Description of Service

Description of the Service: Manned the phones and assisted two people for the month of September

(231 characters left)

Any comments?

(max 2000 characters)

[Add this Activity](#) [Back to Record of Service](#)

Enter in the Service Activity (Group) and Other

Enter in the Date (By the 5th of Each Month) and the Monthly Hours

Enter in APO and NY

Answer the Questions

Click on Enter Record