



## Volunteer background check instructions

In connection with your relationship to Olivewood Gardens and Learning Center, we ask that you complete a background check. Please note that this is required for all applicants who are over the age of 18 due to possible interactions with minors during your volunteer shift. Please contact our Youth Program Coordinator, Salina ([salina@olivewoodgardens.org](mailto:salina@olivewoodgardens.org)) if you have any questions or concerns.

### For the Applicant:

1. Log on to: <https://olivewood.volunteerportal.net>
2. Review text on the Welcome Page, enter the password: [Pomelo2010](#) and click "I Agree".
3. Enter Personal Information.
  - All fields marked with a "\*" are required.
4. Click "Next"
5. Review all information to ensure its accuracy before proceeding.
  - If you need to make any corrections you can click on the "Edit" link or the "Previous" button to return to the Personal Information page.
6. Click "Next" or "Complete" to process your search.

### **\*\*\* Please Note the following \*\*\***

- If you Quit without clicking Save, the system will not save your information. Your background check will not be run. You will need to start over from the beginning when you return.
- If you click Save before you Quit, you will be provided with a reference code to enter when you return to the site to pick up where you left off.
  - When returning to the site, click on this link on the Welcome Page: "If you are returning to finish a previous search, then click [here](#)."
  - Enter your last name and reference number to resume your previous search.