Yee Hong Volunteer Portal Reference Guide

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I.   New Volunteer First Time Login 新義工首次登入

1. Find your **Username** and **Volunteer ID number** from the Welcome email.
    從歡迎郵件中找尋登入**用戶名**及**義工號碼**。

2. Click the link to start or copy the volunteer portal address into a web browser.
    按電郵中的網址鏈接啟動設置或把網址複製至瀏覽器中的地址欄打開頤康義工網頁。

Welcome to Yee Hong Volunteer Portal 歡迎使用頤康義工網頁

From: Volunteer@yeehong.com
To: Kk Wong
Tue., Apr. 27 at 10:42 p.m.

Dear Kk,

Welcome to the Yee Hong Volunteer Portal!

Your Yee Hong Volunteer ID number is **23278**, and you can now access the Yee Hong Volunteer Portal to manage your volunteer profile and submit hours.

Your Username for the volunteer portal is **kk.wong**, and you can now login the Volunteer Portal with either your Username or your email address. Before you login for the first time, please click the following link, or paste it into your browser, to set a new password.

https://volunteer.yeehong.com/volunteer-login/?action=resetpassword&cs=2a4b5de68a999d4a30a9f9539e4915cf_1619577718_inf&uid=64

For further assistance, please contact the volunteer development staff of your location, or contact Volunteer Development team at volunteer@yeehong.com. Thank you!
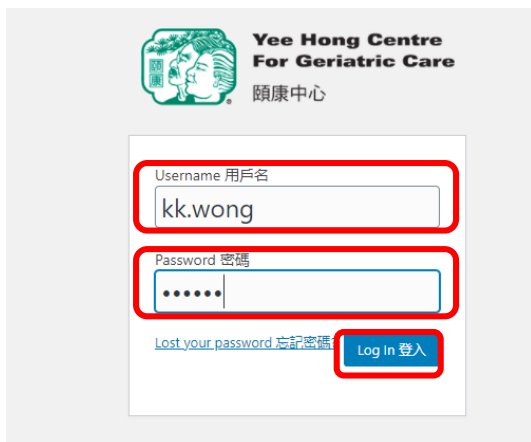
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親愛的義工 Kk：

歡迎使用頤康義工網頁！
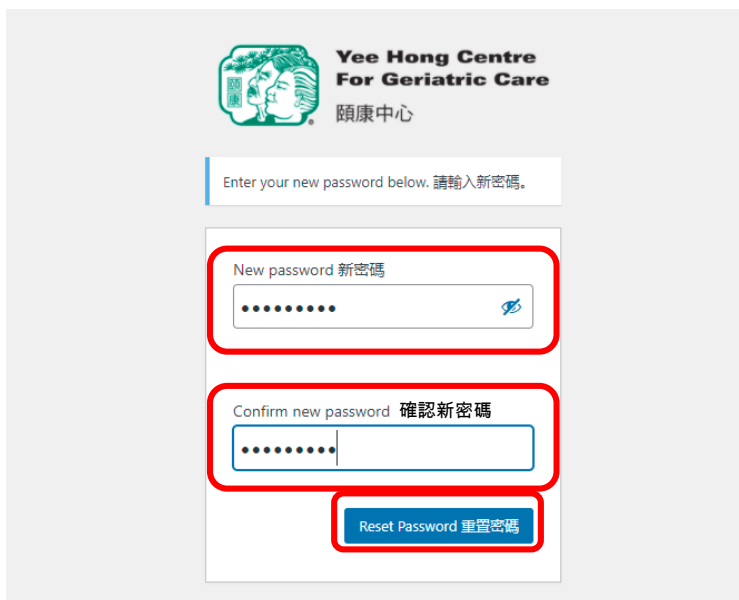
您的頤康義工號碼為：**23278**，您將可以通過頤康義工網頁管理您的義工資料和提交您的義工時數。

頤康義工網頁上，您的用戶名為：**kk.wong**，你可以使用你的用戶名或電郵地址登入頤康義工網頁。在你第一次登入之前，請點擊以下網址，或將網址複製至瀏覽器的地址欄打開，設置您的帳戶密碼。

https://volunteer.yeehong.com/volunteer-login/?action=resetpassword&cs=2a4b5de68a999d4a30a9f9539e4915cf_1619577718_inf&uid=64

若有其他疑問，請聯絡您所服務的頤康中心義工部職員，或電郵至義工部郵箱：volunteer@yeehong.com。
謝謝！

3. Please enter and confirm your password at your first login as required, and then press the "Reset Password 重置密碼" button.

在首次登入時請按指示設定及確認你的帳戶密碼，然後按 "Reset Password 重置密碼" 鍵。

4. Password setup successful, click "Log in 登入".

成功設置密碼後，點擊 "Log in 登入"。

5. Enter Username and password then click "Log in 登入".

輸入用戶名稱及密碼然後點擊 "Log in 登入"。

6. Login Successful.
   成功登入。

Yee Hong Volunteer Portal
頤康義工網頁

Kk Wong : Submit Hours
提交義工時數

JOB 職位	LOCATION 地點	DIVISION 分支	PROGRAM 服務部門	DATE 日期	START TIME 開始時間	VOLUNTEER HOURS 義工時數	STATUS 狀態	+
⌄	⌄	⌄	⌄					🔍 ▼

II.   Forget Username or Password   忘記用戶名稱或密碼

Please note that you can always log in to the Yee Hong Volunteer Portal with the assigned username or your own email address. You can change your email address anytime after successful login. You will be able to log in with your newly changed email address at the next login.

你可以使用用戶名稱或個人電郵地址隨時登入頤康義工網站。成功登入後可隨時更改電郵地址。你將可以使用新更改的電郵地址於下一次登人。

1. On Yee Hong Volunteer Portal, click "Volunteer Log In 義工登入" .

    在頤康義工網頁，點擊 "Volunteer Log In 義工登入"。

2. On the volunteer login page, click "Lost your password 忘記密碼?".

    在義工登入頁面點擊 "Lost your password 忘記密碼?"。

3. Enter Username or email. Then click "Get New Password 獲取新密碼".
    輸入用戶名稱或電郵地址然後點擊 "Get New Password 獲取新密碼"。

4. Reset password request submitted successfully.
    重設新密碼要求成功提交。

5. You will then receive an email with instructions to reset password. The password reset procedure is the same as setting up a new password when you log in for the first time.
    你將收到電郵指示如何重設新密碼。重設新密碼步驟與首次登入時設定及確認帳戶密碼一樣。

Password Reset

Someone has requested a password reset for the following account:

Site Name: volunteer.yeehong.com

Username: **kk.wong**

If this was a mistake, just ignore this email and nothing will happen.
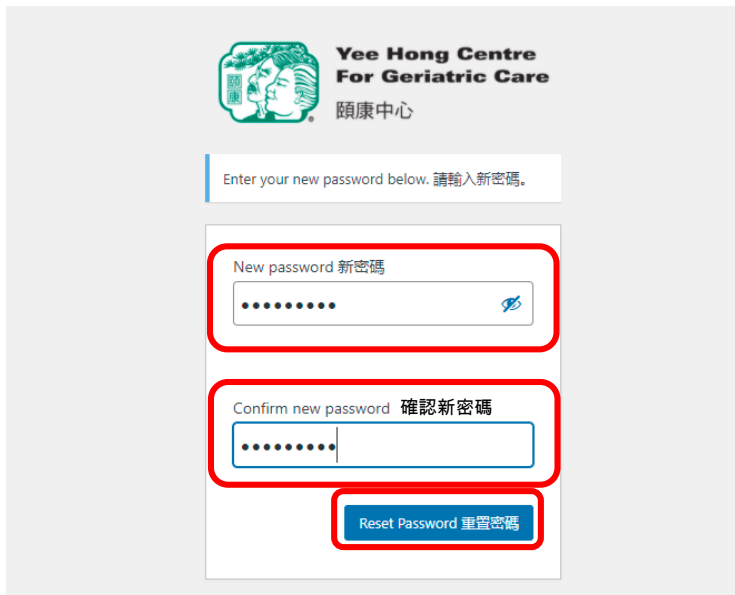
To reset your password, visit the following address:

https://volunteer.yeehong.com/volunteer-login/?action=resetpassword&cs=5fe320578385aa3d973fc49d9754e113_1619030846_1&uid=64

Click on the link 點擊網址

6. If clicking the link does not take you to the page, you could copy and paste the link to the address bar of your browser to open the page.
    如點擊網址未能打開網頁，你亦可以複製整條網址到瀏覽器地址欄上打開。

Password Reset

Yee Hong Volunteer <noreply@yeehong.com>
To: **Kk Wong**

Someone has requested a password reset for the following account:

Site Name: volunteer.yeehong.com

Username: kk.wong

If this was a mistake, just ignore this email and nothing will happen.

To reset your password, visit the following address:

https://volunteer.yeehong.com/volunteer-login/?action=resetpassword&cs=5fe320578385aa3d973fc49d9754e113_1619030846_1&uid=64

	Copy	Ctrl+C
	Go to https://volunteer.yeehong.com/volunteer-login/?...	
	Print...	Ctrl+P

7. Please enter and confirm the new password then press the "Reset Password 重置密碼" button.

請輸入及確認密碼然後按 "Reset Password 重置密碼" 鍵。

8. When your password is reset successfully, click "Log in 登入".

成功設置密碼後，點擊 "Log in 登入"。

III. Submit and Edit Volunteer Hours 提交及修改義工時數

1. Upon successful login, click "Submit Hours" then click the "**+**" sign.
   在成功登入義工網站後，點擊 "提交義工時數"，然後按 "**+**" 號。

2. Select Job, Location, Division, Program, Date, Start time, Volunteer Hours and Status.
   按選單選擇職位、地點、分支、服務部門、日期、開始時間、義工時數及狀態。

JOB 職位	LOCATION 地點	DIVISION 分支	PROGRAM 服務部門	DATE 日期	START TIME 開始時間	VOLUNTEER HOURS 義工時數	STATUS 狀態	
Graphic Design· ⌄	Scarborough Fir ⌄	LTC-Finch 護理F ⌄	Activation 活動 ⌄	03/24/2021	14:30	2	Scheduled 計劃 ⌄	+

Community & Professional Services 社區及專業服務
Corporate 機構行政
LTC-Finch 護理院（芬治）

JOB 職位	LOCATION 地點	DIVISION 分支	PROGRAM 服務部門	DATE 日期	START TIME 開始時間	VOLUNTEER HOURS 義工時數	STATUS 狀態	
Graphic Design· ⌄	Scarborough Fir ⌄	LTC-Finch 護理F ⌄	Activation 活動 ⌄	03/24/2(21	14:30	2	Scheduled 計劃 ⌄	+

Administration 行政部
Activation 活動組
Chaplain 院牧部
Environmental Service 環境衛生部
Food Service 膳食
Nursing 護理部
Social Work 社工部

JOB 職位	LOCATION 地點	DIVISION 分支	PROGRAM 服務部門	DATE 日期	START TIME 開始時間	VOLUNTEER HOURS 義工時數	STATUS 狀態	
Graphic Design 平面記 ⌄	Scarborough Finch C ⌄	LTC-Finch 護理院（芬 ⌄	Activation 活動組 ⌄	03/24/2021	14:30	2	Scheduled 計劃 ⌄	+

	March 2021	
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	**24**	25	26	27
28	29	30	31			

JOB 職位	LOCATION 地點	DIVISION 分支	PROGRAM 服務部門	DATE 日期	START TIME 開始時間	VOLUNTEER HOURS 義工時數	STATUS 狀態	
Graphic Design· ⌄	Scarborough Fir ⌄	LTC-Finch 護理F ⌄	Activation 活動 ⌄	03/24/2021	14:30	2	Scheduled 計劃 ⌄	+
					14:30			

JOB 職位	LOCATION 地點	DIVISION 分支	PROGRAM 服務部門	DATE 日期	START TIME 開始時間	VOLUNTEER HOURS 義工時數	STATUS 狀態	+
Graphic Design 平面記 ⌄	Scarborough Finch C ⌄	LTC-Finch 護理院（芬 ⌄	Activation 活動組 ⌄	03/24/2021	14:30	2 ⌄	Scheduled 計劃 ⌄	+

3. Choose a job status, "Scheduled 計劃", "Completed 完成" or "Cancelled 取消". Please note that only "Scheduled 計劃" job will be listed here at your next logon. Once a shift is marked as "Completed 完成" or "Cancelled 取消", it will be submitted to the system and will not be displayed on this page next time when you log in.

選擇工作狀態為 "Scheduled 計劃"、"Completed 完成" 或 "Cancelled 取消"。請注意：只有 "Scheduled 計劃" 工作會顯示於此，當一個義工工作狀態改為"Completed 完成" 或 "Cancelled 取消"，此義工工作時數將會被提交至系統中。下次你登入此頁時，已提交的工作時數不會出現於此頁。

DIVISION 分支	PROGRAM 服務部門	DATE 日期	START TIME 開始時間	VOLUNTEER HOURS 義工時數	STATUS 狀態	+
LTC-Finch 護理院 ∨	Activation 活動 ∨	03/24/2021	14:30	2	Completed 完成 ∨	+
					Scheduled 計劃	
					Completed 完成	
					Cancelled 取消	

4. Click the "**+**" sign to complete
   按 "**+**" 號完成。

JOB 職位	LOCATION 地點	DIVISION 分支	PROGRAM 服務部門	DATE 日期	START TIME 開始時間	VOLUNTEER HOURS 義工時數	STATUS 狀態	+
∨	∨	∨	∨				Scheduled 計劃 ∨	+
Program Assistant 活動助理	Scarborough Finch Centre 士嘉堡芬治中心	Community & Professional Services 社區及專業服務	Memory Training & Activity Centre (MTAC) 記憶訓練及活動中心	Wed Mar 31 2021	14:30	2	Completed 完成	✏

5. To edit existing shift information, just click the blue pencil on the right of each shift
   按右邊的藍色鉛筆，便可以修改已加入的工作資料。

JOB 職位	LOCATION 地點	DIVISION 分支	PROGRAM 服務部門	DATE 日期	START TIME 開始時間	VOLUNTEER HOURS 義工時數	STATUS 狀態	+
∨	∨	∨	∨				Scheduled 計劃 ∨	+
Program Assistant 活動助理	Scarborough Finch Centre 士嘉堡芬治中心	Community & Professional Services 社區及專業服務	Memory Training & Activity Centre (MTAC) 記憶訓練及活動中心	Wed Mar 31 2021	14:30	2	Completed 完成	✏

IV. Update Volunteer Profile 更新義工資料

1. Upon successful login, click "Update Volunteer Profile 更新義工資料". Change information as needed and press the "Next 下一頁" button at the bottom of each page to continue.
   在成功登入義工網站後，點擊"Update Volunteer Profile 更新義工資料"。在每頁的底部按"Next 下一頁"按鈕，可以跳到下一頁繼續修改。

2. Change all necessary information then press "Submit 提交" at the end.
   更改資料後按 "Submit 提交"。

3. If the Update submission is successful, you will see the following message.
   當你見到以下信息，代表你的義工資料已成功更新。

V. Upload TB Screening Result 提交肺結核測試結果

1. TB screening is required for volunteer positions onsite in the long-term care homes. Other volunteer positions may not require a TB test result. The TB screening form can be downloaded from this webpage https://www.yeehong.com/centre/volunteers/ (How to Apply -> Step 3). Please feel free to talk to our Volunteer Development staff for further information.

   親臨長期護理院內的義工崗位要求義工通過肺結核病檢查。 其他義工崗位不需要義工提交肺結核病檢查結果。肺結核檢查表格可以從此網頁下載：https://www.yeehong.com/centre/volunteers/ （如何申請成爲頤康義工->第三步）， 更多詳情請與義工發展部職員聯絡 。

2. Upon successful login, click "Upload TB Test Result 提交肺病測試結果" and choose a completion date of TB Screening.

   在成功登入義工網站後，點擊 "Upload TB Test Result 提交肺病測試結果" 並選擇肺結核測試完成日期。

3. Press the "Choose File" button to upload your TB Screening Result.
   你可以按 "Choose File"鍵以上載肺結核測試結果的文件。

Date of Tuberculin (TB) Screening Completed 肺結核測試完成日期

| 2021-04-27 |

Valid test should be within the past 12 months. 過去12個月內的測試有效。

Upload TB Screening Result 提交肺結核測試結果 *

| Choose File | TBTest-result.png |

Please upload the TB screening form completed by your doctor. The picture/scan should include your name, the result, and the date of result. Allowed file types are JPG, JPEG, PNG and PDF. (Uploading files of other types will cause error when you submit) 請於此處上傳您的醫生填寫好的肺結核測試表格。提交的文件應顯示您的姓名、結果及測試的日期。允許的文件類型為JPG、JPEG、PNG 及 PDF。（提交其他類型文件將無法提交）

4. Select the file then press "Open".
   選擇檔案並按 "Open"鍵。

5. Press "Submit 提交" at the end.
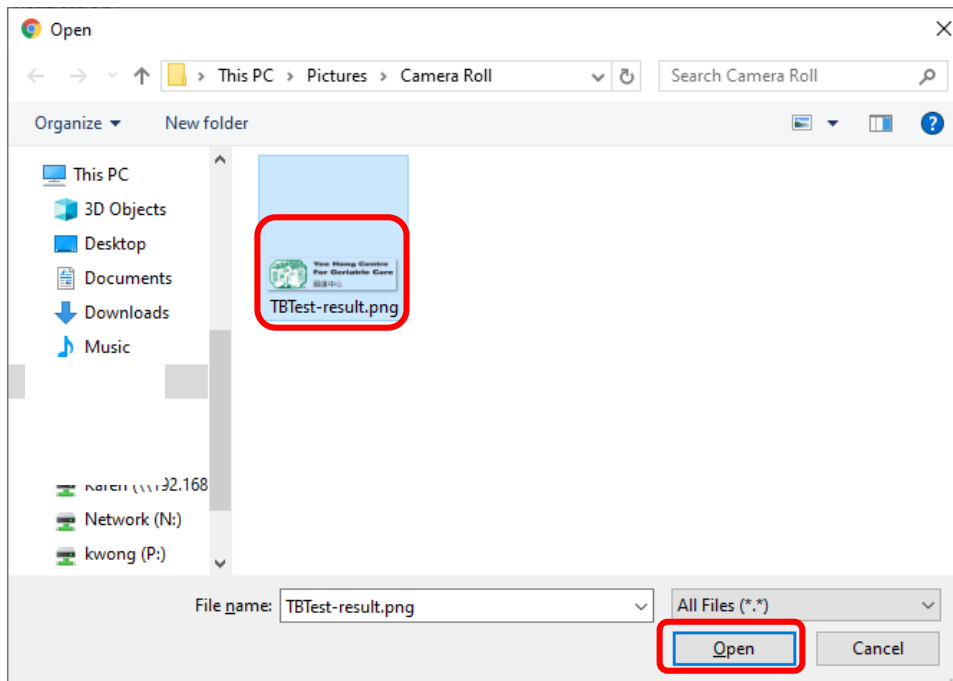
   按 "Submit 提交" 。

   Upload TB Screening Result 提交肺結核測試結果 *

   | Choose File | TBTest-result.png |

   Please upload the TB screening form completed by your doctor. The picture/scan should include your name, the result, and the date of result. Allowed file types are JPG, JPEG, PNG and PDF. (Uploading files of other types will cause error when you submit) 請於此處上傳您的醫生填寫好的肺結核測試表格。提交的文件應顯示您的姓名、結果及測試的日期。允許的文件類型為JPG、JPEG、PNG及PDF。 (提交其他類型文件將無法提交)

   | Submit 提交 |

6. If the submission is successful, you will see the following message.

   當你見到以下信息，代表你已成功提交。

   # Upload TB Test Result Successful!
   # 提交肺病測試結果成功！

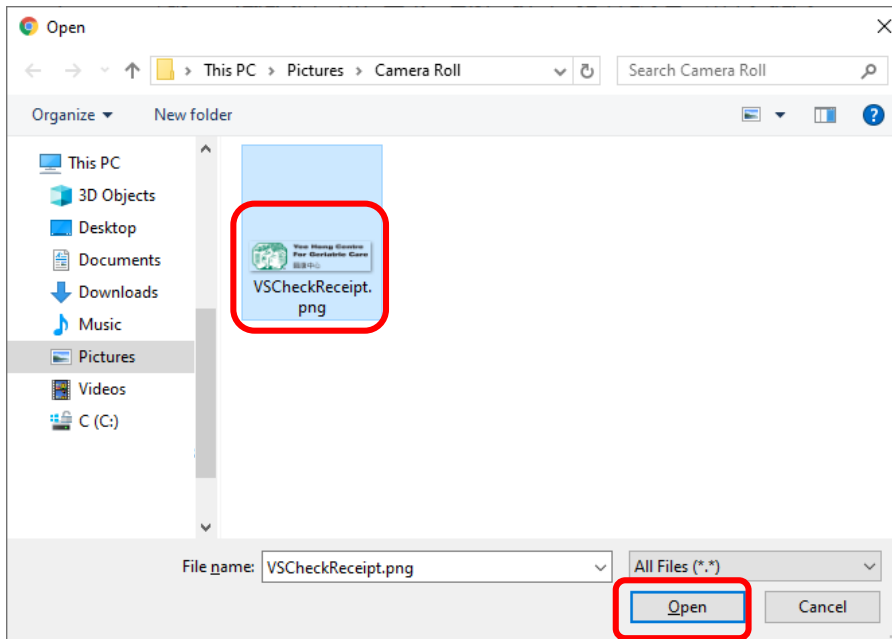   Your TB test result has been uploaded successfully, thank you!

   您的肺病測試結果已成功提交，謝謝！

VI. Upload Vulnerable Sector Check and Proof of Payment 提交犯案紀錄審查結果及交費憑證

1. Upon successful login, click "Upload Vulnerable Sector Check 提交犯案紀錄審查結果" and choose a completion date of your Vulnerable Sector Check result.
在成功登入義工網站後，點擊 "Upload Vulnerable Sector Check 提交犯案紀錄審查結果" 並選擇犯案紀錄審查結果的日期。

2. Press the "Choose File" button to upload your Vulnerable Sector Check Result and Proof of Payment.
你可以按 "Choose File"鍵以上載犯案紀錄審查結果及交費憑證的文件或者圖像。

3. Select the file then press "Open".

選擇檔案並**按** "Open"**鍵。**

4. Press "Submit 提交" at the end.

按 "Submit 提交" 。

5. If the submission is successful, you will see the following message.

當你見到以下信息，代表你已成功提交。