

VOLUNTEER APPLICATION



Utilize for new and existing Volunteer Applicants.

1. Open Chrome and log into Frontline.

- Website: [Edgewood Volunteer/Contractor Application](#)

2. For new applicants, click Please Register

- Fill in the **Mandatory Fields ***

- **First and Last Name**
- **Social Security Number (SSN)**
- **Country of Citizenship**

ALL VOLUNTEERS/CONTRACTORS MUST REAPPLY AFTER JULY 1 OF EACH YEAR TO BE CONSIDERED FOR VOLUNTEER/CONTRACTOR OPPORTUNITIES.

Returning Volunteer/Contractor, please sign-in.

- You have a Parent Self Serve account
 - You have logged on to this site before
 - You need to update your account for the new school year
 - You want to modify your campus selection
- [click here.](#)

New Volunteer/Contractor, please register.

- You have not volunteered a previous school year
- You DO NOT have a Parent Self Server account
- You are not a Current or Former Employee

Current or Former Employee, please click here.

For current OR former employee of the district wanting to volunteer at a campus event.

If you have further questions or comments, please contact us at 210-898-2020 or @eisd.net for volunteers. For contractors/vendors, call 210-898-4067 or purchasing@eisd.net.

- Create your **User ID** and **Password**

- User ID and Password may be a combination of letters or characters including spaces (Max 32)
- Please provide a Hint question and answer. Your answer is case sensitive.

- Must **Save and Continue**

- Warning box will prompt: Read carefully

3. Submit the following information:

- Other names**

- If you do not have another legal name click **Continue**

- Contact information

- **Address**
- **Phone**
- **Email**
- **Type:** must select **Primary**

Note: After entering your information throughout each section, you MUST click ADD then click CONTINUE to proceed with the application

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c. Criminal History

- Fill in **Mandatory Fields** *
- Must Click **I Agree** to continue with application process

4. For Volunteers ONLY:

- Select a **Location Category** to view available Campuses
- Click the **Campus Name** in the **Available Locations** section and **Save and Continue**
- Select one of the following **Volunteer jobs**:

- General Volunteer
- Contractor
- Dental Students
- Agency Nurse
- PALS
- Parent
- Univ Health Students

and **Save and Continue**

- Once you have selected all locations necessary, Select **Continue**

Note: You can select more than one campus, if necessary.

- Answer **ALL Additional Information** with either the Yes or No response

Note: If **YES** is selected, you will be prompted to explain in the text box. You will **not** be allowed to continue the application without a response.

- Skip the **Contractors Information Only** section
- Click **Save and Continue**

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6. Skip the **Attachments** section by selecting **Continue**

For your records: Please keep the **Volunteer ID** number that is shown on the top left corner of the application page. It will be needed to check the status of your application.

7. **Submit Application:**

- Before submitting application please read carefully.
- Click **I Agree** and **Submit** to complete the application.

8. You will Receive an Email Confirmation if the application has been successfully submitted.

Volunteer Application Submitted

donotreply@edgewood.erp.frontlineeducation.com
To: Perez, Paula

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Paula Perez;

We would like to take this opportunity to thank you for submitting an application with Edgewood ISD. Your interest in becoming part of our outstanding team of volunteers/contractors is greatly appreciated.

Your application has been received and will be placed in the Volunteer pool according to the job(s) you requested. You may be considered and called only if you pass a criminal background check.

Edgewood ISD
Volunteer Program

9. To check the status of your application **log into Frontline.**

- Website: [Edgewood Volunteer/Contractor Application](#)
- Click **Please sign-in for Returning Contractor**
- In the Application Maintenance field, you will be given your application status
 - You will also receive an email confirming your application approval.

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Volunteer Application Maintenance

From: donotreply@edgewood.erp.frontlineeducation.com <donotreply@edgewood.erp.frontlineeducation.com>

Sent: Wednesday, October 5, 2022 12:16:58 PM

To: Escalante, Sonia <Sonia.Trevino@eisd.net>

Subject: Volunteer Approval Email

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

You have been approved to volunteer/contract at Edgewood ISD for the 2022-2023 school year.

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Note: If you have a pending status, please read **Applicant Maintenance Prompt** carefully.

Volunteer Application Maintenance

Volunteer ID: 131135 Sonia Escalante

Application Maintenance

Your background check has been processed and you are eligible to volunteer/contract.

Would you like to **update** this Volunteer Application or **remove** the application from all Volunteer activities?

Update **Remove** **Cancel**

10. To exit application please submit **Cancel** and check your status again at a different time.

If you have any questions or need assistance, please contact the Training and Resources Department via email business.training@eisd.net.