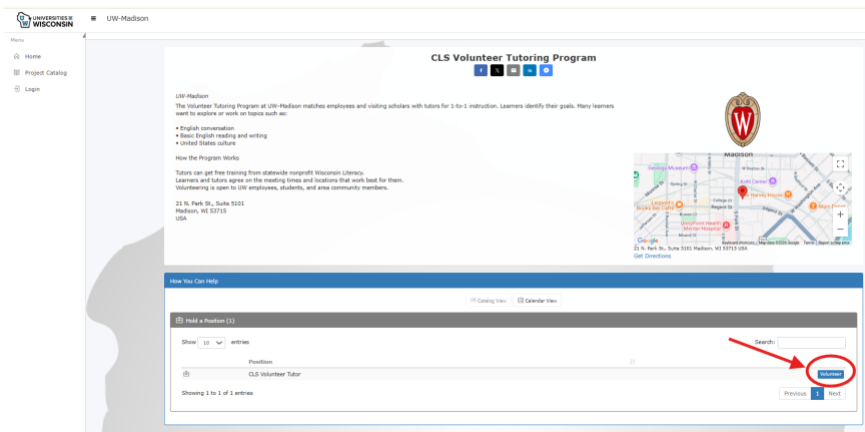


Register to be a CLS Volunteer Tutor

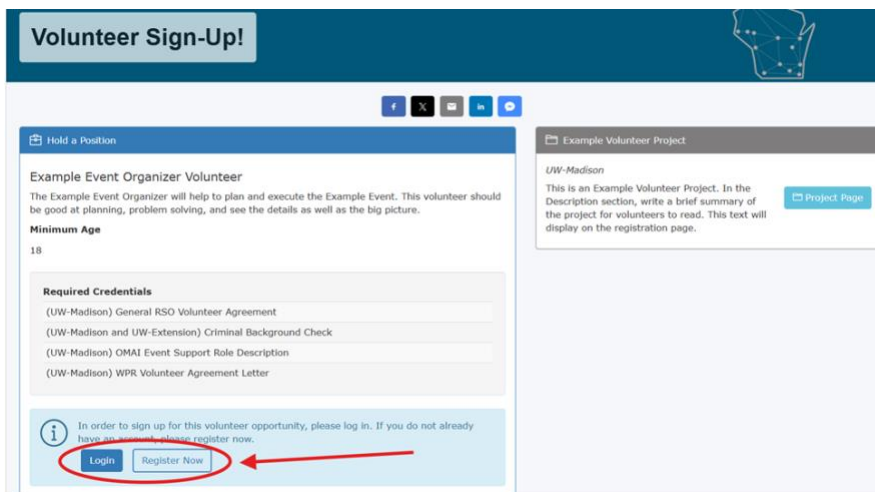
1. Go to the “CLS Volunteer Tutoring Program” page at <https://uw.volunteermatters.org/project-catalog/510>
2. Click **Volunteer**.



3. Review the volunteer description and required credentials. You must complete the credentials before you can be a CLS Volunteer Tutor.

4a. If you have a NetID or VolunteerMatters account, click **Login** when you’re ready to register.

Note: If you are a UW employee or student, click **Login for UW employees and students** to go to your regular login page. After you log in there, you will see the Volunteer Registration page (step 5).



4b. If you **don’t** have a NetID or VolunteerMatters account:

- click **Register Now**.
- fill in your personal information and click **Continue**.
- use the code you get to verify your email.
- create a password and click **Save**.

5. Fill in required information on the Volunteer Registration page.

- Choose **UW-Madison** as your campus.
- At the “Madison/Extension Primary Volunteering Area” prompt, choose “**OHR**” from the dropdown list.

The screenshot shows a web form titled "Volunteer Registration" with the University of Wisconsin-Madison logo at the top left. The form is divided into several sections:

- Name (Required):** Fields for First Name, Last Name, and Middle Name.
- Primary Telephone:** Fields for Home, Office, and Cell phone numbers.
- Address:** Fields for Address, City, State, Postal Code, Country, and County.
- Campus:** A dropdown menu with "UW-Madison" selected.
- Madison/Extension Primary Volunteering Area:** A dropdown menu with "OHR" selected.
- Discipline/Activity:** A dropdown menu.
- Emergency Contact:** Fields for Name, Telephone, and Relationship.

A "Continue" button is visible at the bottom right of the form.

6. Click **Continue**.

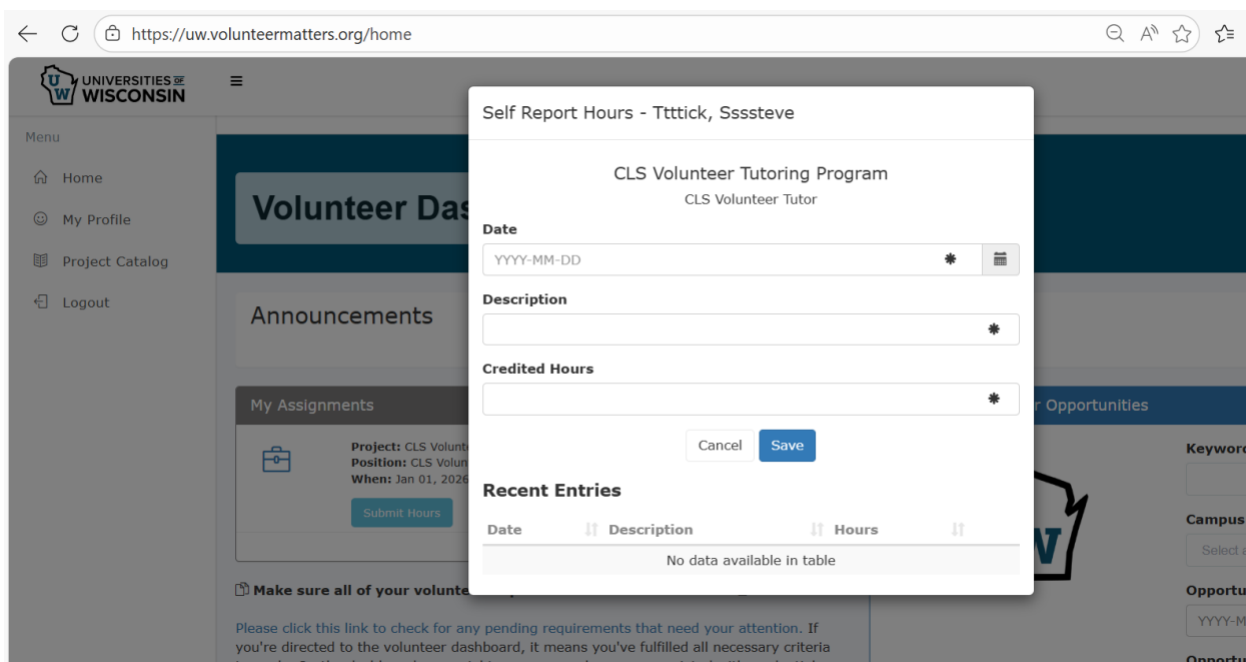
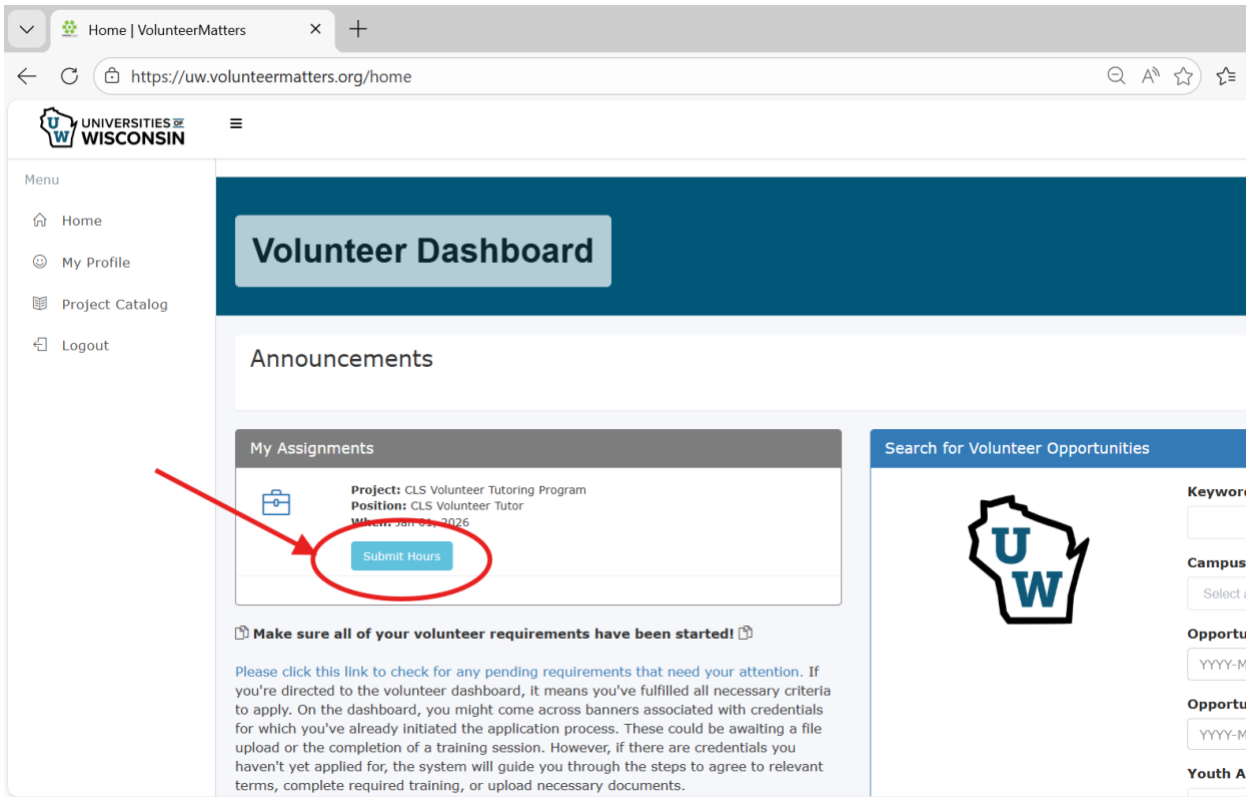
7. Review and agree to the volunteer role description and volunteer agreement.

Note: Complete all credentials **at one time**.

- This credentials section will **not** save your progress.
- To find incomplete credentials, go to the credentials section in your profile.

Report Your Volunteer Hours Monthly

1. Log into VolunteerMatters.
2. Click **Submit Hours** under “My Assignments” for the CLS Volunteer Tutoring Program.
3. In the Description field, write the **month and year you are reporting for**.
4. Click **Save**.



Note: To remove any submitted hours:

- Click the “x” next to the submission.
- Click **Yes, Delete.**

Self Report Hours - Ttttick, Ssssteve

CLS Volunteer Tutoring Program
CLS Volunteer Tutor

Date
YYYY-MM-DD * 📅

Description
* *

Credited Hours
* *

Cancel Save

Recent Entries

Date	Description	Hours	
2026-02-10	February 2026	6	ⓧ
2026-01-08	January 2026	4	ⓧ
2026-03-11	March 2026	2	ⓧ

Self Report Hours - Ttttick, Ssssteve

CLS Volunteer Tutoring Program
CLS Volunteer Tutor

Date
YYY

Desc
* *

Cred
* *

Rec

Are you sure?

Are you sure you wish to delete this record?

Cancel Yes, delete

Date	Description	Hours	
2026-02-10	February 2026	6	ⓧ
2026-01-08	January 2026	4	ⓧ
2026-03-11	March 2026	2	ⓧ