



Plano ISD Online Volunteer Application

All Plano ISD volunteers must have a background check. To do this, volunteers are asked to complete an application that is found online www.pisd.edu/volunteer. Volunteers may complete the application on their home computers, may visit the local libraries to use their computer resources, may use computers available at the PISD Administration Building in the Human Resources Dept. at 2700 W. 15th St. and if available, may use computers at their schools (i.e. check with school office staff).

Please make note: *If you are not a United States citizen, and/or you do not have a U.S. Social Security Number, you must register with the Plano ISD Safety and Security office at 2700 W. 15th St., Plano 75075. For information call 469-752-8057.*

Instructions

1. Go to Plano ISD website at www.pisd.edu/volunteer
2. Scroll down and click on **“Returning Volunteer”** if you volunteered for 2006-07 school year. You will be asked for your User ID and Password that you created when you first completed the online volunteer application. If you cannot remember your User ID, then click on the third option **“Registered Volunteer” with no User ID** and follow the instructions. Be sure to click on **“Update”** to go to the screens to update your application.
3. If this is your first time to volunteer in Plano ISD or you have never completed the online volunteer application, please click on the second option **“New Volunteer”** and follow the instructions.
4. Any box with an asterisk (*) is mandatory and must be entered.
5. Use your legal name, not a nickname (it must match your Social Security Number).
6. Type in Social Security Number without hyphens (example: ###00xxxx).
7. You will have to **create your own User ID and Password. Note: Use either upper case letters or lower case letter.** (any number of letters or digits) Please **remember** your User ID and Password.
8. You will have to create your own hint question (this can be as simple as a one-word prompt, (example: hint question – color; and hint answer – red).
9. Follow all prompts with an asterisk (*). The box for entering your email address is not mandatory, but is helpful.
10. When the online portion of your application is complete, please print the **Volunteer Notary Form**. This form must be returned to your school office and can also be signed and notarized at the school office. (The notary form is also available at your school office if you do not have access to a printer).
11. If you have difficulty, contact the Plano ISD Resource Center at 469-752-2180 or teamshelp@pisd.edu.

NOTE: You may check on the status of your application to see when your background check is complete by visiting the website at www.pisd.edu/volunteer and clicking on the first option **“Returning Volunteer”**. You will be prompted to provide your User ID and Password. You may also update this data at any time.

