



A Student, Staff, or Faculty Guide to registering on EngageUAlbany

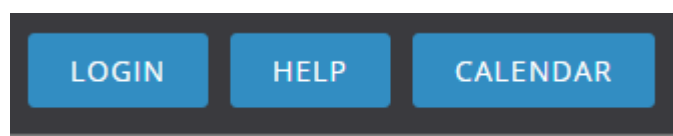
Created by: Cheryl Simmons, Modified on: August 28, 2018

Registering for EngageUAlbany

Ready to set up an account on [EngageUAlbany](#)? When you sign up, you'll be asked to indicate the causes you are most passionate about, as well as your volunteer interests. By providing this information, you'll make it easier for [EngageUAlbany](#) to recommend the organizations and volunteer opportunities that match your values and preferences. You'll also have a chance to "fan," or follow, one or more agencies that are registered on the site!

First, Create Your Account

Begin by going to [EngageUAlbany](#) and clicking the **Login** button, located at the top right of your screen.



Note: The colors on your screen will differ from those shown in the image above.

You are then taken to the first step, **Create Account**.

1. Click University at Albany Login and it will direct you to enter your UAlbany NetID and Password.

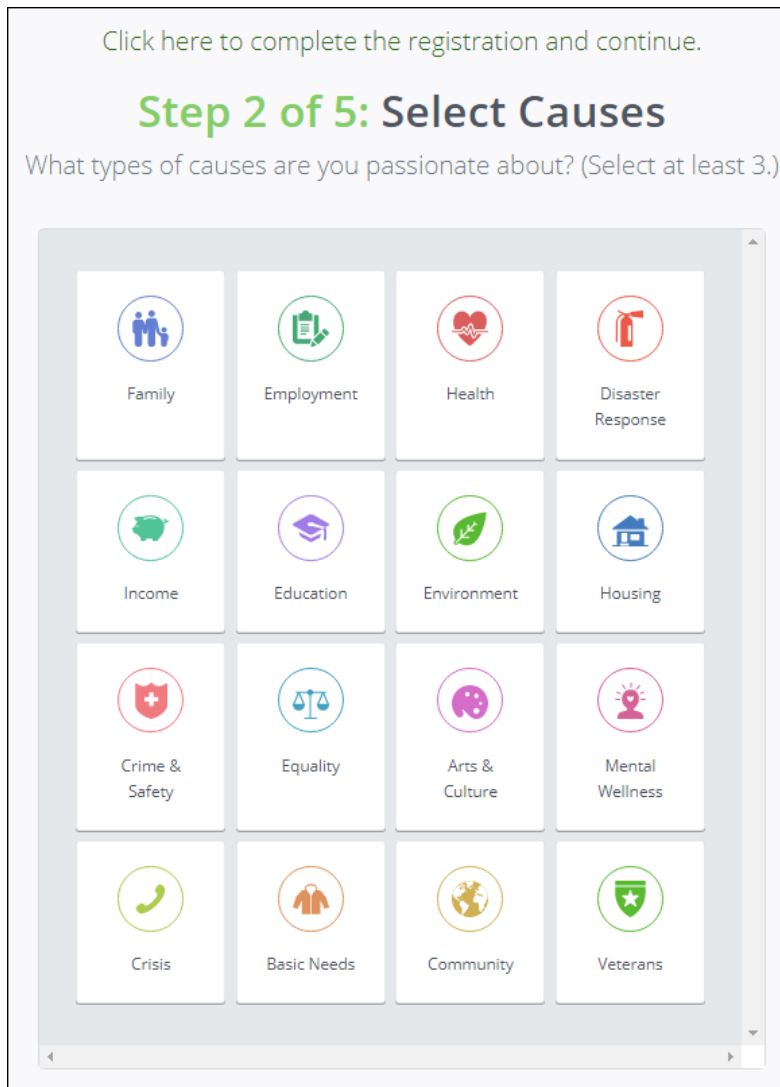
Note: if you do not know your NetID and Password please [click here](#) for more information on how to recover your password.

2. Click **Create Your Account**.

Next, Select the Causes You Want to Support

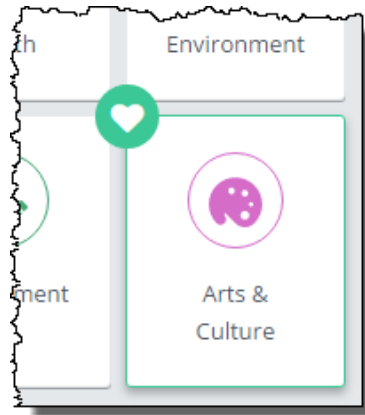
For this next step, you're asked to indicate at least three causes you're passionate about. This information will help EngageUAlbany inform you of the agencies in your community that support the same causes.

Causes are displayed with their icons in a grid similar to the example shown below.



Note: You may have the option to skip this step by clicking on “click here to complete the registration and continue” as shown above.





When you select a cause, it will be highlighted with a heart.



Click the button to **Continue**.

EngageUAlbany features the 16 causes listed below, each associated with the icon shown.

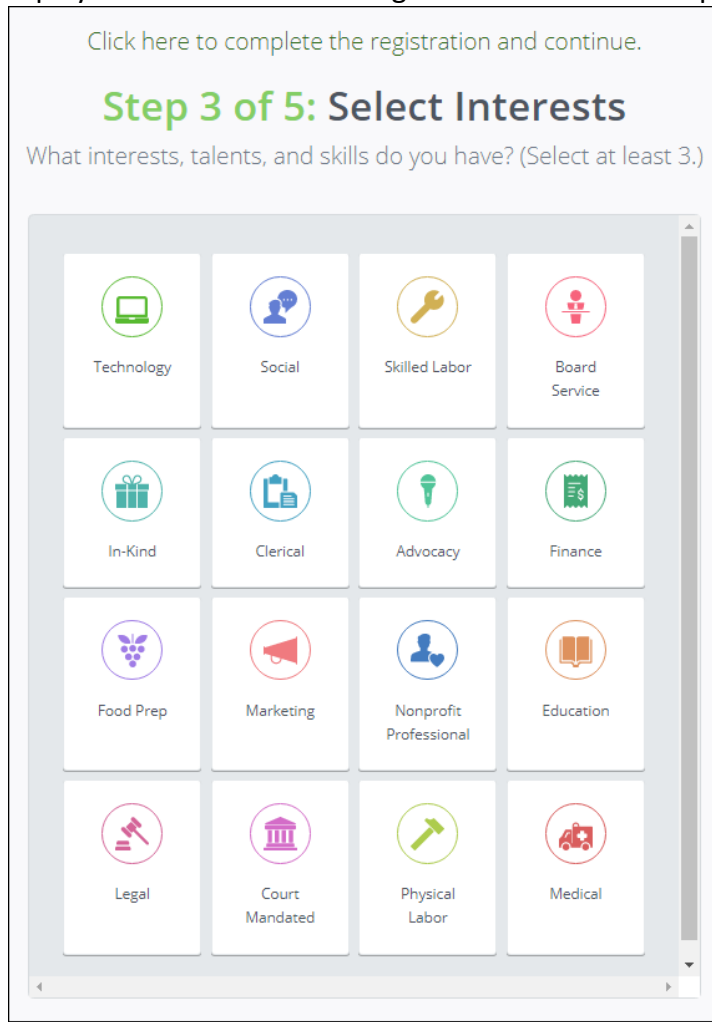
Icon	Cause	Types of Agencies
	Arts and Culture	art centers; music, theatre, and other performance groups; arts education; museums;
	Basic Needs	shelters; food banks; clothing donations; nonprofit thrift shops
	Community	cultural awareness; assistance for vision- or hearing-impaired; scouting; animal shelter and adoption
	Crime & Safety	law enforcement; community watch
	Crisis	domestic violence; drug treatment; hotlines
	Disaster Response	Red Cross; disaster and relief services
	Education	after-school services; tutoring; awareness; training; scouting
	Employment	job training; job placement; professional development

	Environment	environmental awareness; conservation and recycling; hiking and other outdoor clubs; animal welfare; scouting; animal shelter and adoption
	Equality	human rights; marriage equality; racial equality; women's rights
	Family	children's services; adoption; scouting; animal shelter and adoption
	Health	medical services; nutrition; special-needs camps; addiction services; therapeutic centers; health awareness
	Housing	housing assistance; shelters; home-building
	Income	income tax assistance; financial planning and management
	Mental Wellness	support groups; addiction and recovery; therapeutic centers; survivor groups; hotlines
	Veterans	veterans' societies; health services; support groups

Next, Select Interests

For this next step, you're asked to indicate at least three volunteer interests, to include the skills and talents you can use in volunteering. This information will help EngageUAlbany inform you of the volunteer opportunities in your community that match your interests and could use your skills.



Interests are displayed with their icons in a grid similar to the example shown below.

















Once you have selected at least three interests, click the button to **Continue**.

Note: You may have the option to skip this step by clicking on “click here to complete the registration and continue” as shown above.

EngageUAlbany has the following interests, each associated with the icon shown:

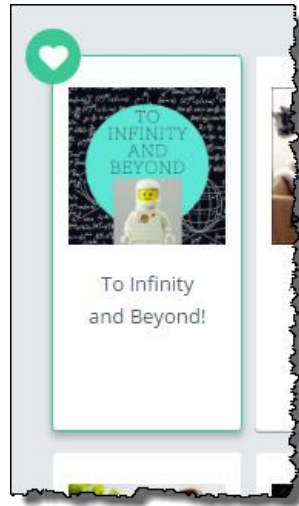
Icon	Interest	Typical Opportunities/Needs
	Advocacy	outreach coordinators; speakers; letter-writing; organizing; education; research; rallies; voter education; lobbying; legal; attending public meetings; community forums; phone bank
	Board Service	advisory board; executive board; committee service

	Clerical	customer service, office duties; grant writing
	Court-Mandated	court-mandated volunteer work
	Education	tutoring; arts instruction; homework help; training; reading/literacy; STEM; mentoring
	Finance	financial planning; tax preparation; financial coaching
	Food Prep	meal preparation; hunger relief
	In-Kind	monetary; clothing; canned and non-perishable foods
	Legal	legal
	Marketing	social networking; phone calls; developing/disseminating flyers, brochures, and other marketing tools
	Medical	first-aid classes; healthcare/hospice
	Nonprofit Professional	internships; finance; seasonal; full-time and part-time; development; AmeriCorps; clerical; program; contract; executive
	Physical Labor	construction work; home repairs; painting; cleaning; transportation; garden work
	Skilled Labor	construction; painting; home repairs; electrician; nursing; carpentry; maintenance
	Social	event planning; client interaction; fundraising; bilingual/Spanish speaking
	Technology	computer use; social media; web design/development; other software

Finally, Fan an Agency (or Two, or More!)

You're not required to fan an agency as part of creating your account, but you'll want to fan any agencies that you're interested in supporting through volunteerism. Once you've “fanned” an agency, you'll receive emails whenever that agency posts new opportunities or events.

To fan an agency, click on it. Once you've selected it, the agency box is highlighted and shows a heart.



Once you have fanned one or more agencies, click the button to **Continue**.

... And You're Done!

Click the **Continue** button to go to your Dashboard.