1. Go to your internet browser (Google, Firefox, Internet Explorer, etc.) and type [https://mgvolunteers.osu.edu/](https://mgvolunteers.osu.edu/) into the search bar. You can have multiple pages open at the same time, toggling between them by clicking on the tabs at the top of the page. Add a new page by clicking the plus sign. Close a tab by clicking the “x” next to it.
2. From the HOC Homepage, hover over “Potential Volunteers” and scroll down to “Create an Account”

3. You will need an email address and password for this next step. Fill in your information, fields marked with an asterisk (*) are required. The remaining fields are optional but encouraged. Login credentials for HOC do not need to be the same as VMS but can be if you’d like. The platforms are not linked. If you forget your password, you will be able to reset it.

![Account Creation Form]

- **Basic Info**
  - First Name: Ex. Valerie
  - Last Name: Ex. Volunteer
  - Year of Birth: Year

- **Contact Info**
  - Main Address Type: Select One
  - Home Street: Ex. Av. 12157 W Linebaugh Ave, 332
  - Home City: Ex. Tampa
  - Home State: Ex. FL

- **Log In Information**
  - Email Address:andon.1@osu.edu
  - Confirm Email Address:andon.1@osu.edu
  - Password:Password
  - Confirm Password:Confirm Password
3. You will now need to check your email to retrieve the verification code to complete your account setup. If your email service (Outlook, Gmail, etc) is not open in your internet browser, click the plus sign to open a new tab.

![Verification Form]

4. From the email that you received, simply jot down the number, or copy the verification code by highlighting it with your mouse, right click and click “copy”.

![Email Example]

5. You can close out of your email by clicking the “x” or just switch tabs by clicking on the Hands on Connect tab that is already open.
6. With your cursor in the verification code box, type in the number, or right click your mouse then click “Paste” to add in the verification code. Then click “Verify”.

7. Complete the diversity information and click “Finish”.

8. You will receive a confirmation once you have completed the registration process. Next, click on “Volunteer Home Page”.

Thank You for Registering!

I'm a certified MGV, where do I go next?
Please visit the Volunteer Home page!

I'm a potential volunteer, what are the next steps?
Please fill-out the MGV Application.
9. This will take you to your volunteer home page.