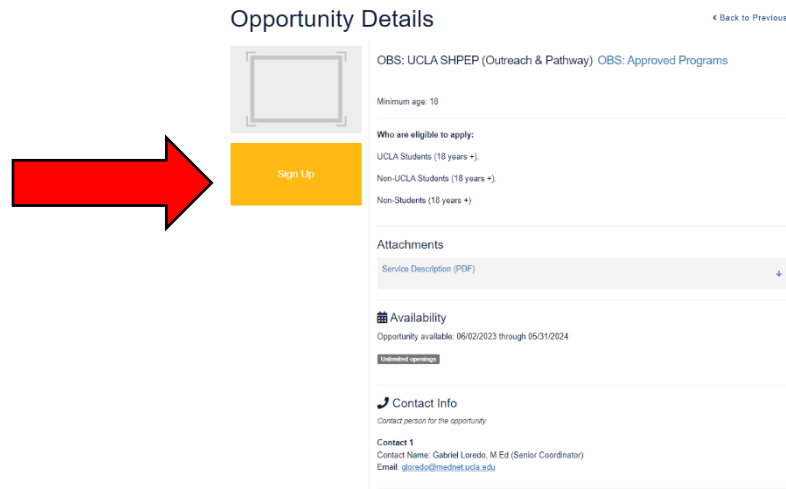


Step 5 Instructions:

STEP 5 - Part A: UCLA Health Volunteer Center - Onboarding – Due 6/05/24

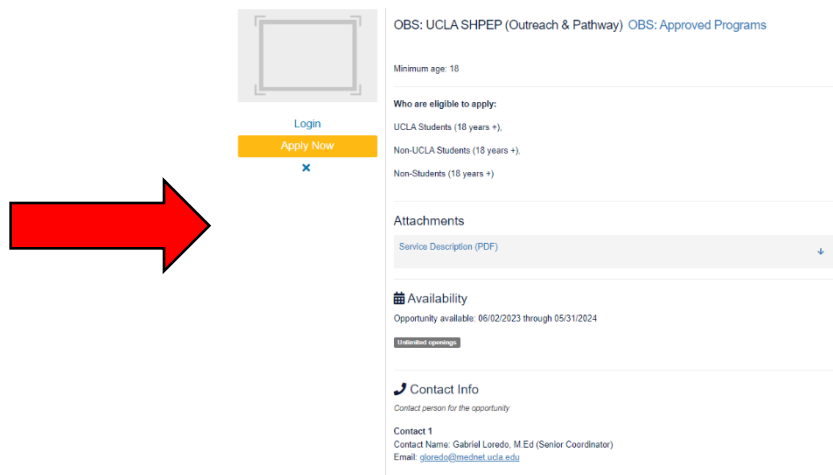
1. To create a log-in to start the clearance process to be a volunteer for: UCLA PREP, please click the following link: https://volunteer.uclahealth.org/custom/527/opp_details/5694
2. You will be taken to this page: Click “Sign-up”



The screenshot shows the 'Opportunity Details' page for 'OBS: UCLA SHPEP (Outreach & Pathway)'. The page includes a 'Sign Up' button highlighted by a red arrow. The page content includes:

- Minimum age: 18
- Who are eligible to apply:
 - UCLA Students (18 years +)
 - Non-UCLA Students (18 years +)
 - Non-Students (18 years +)
- Attachments: Service Description (PDF)
- Availability: Opportunity available: 06/02/2023 through 05/31/2024. Unlimited openings.
- Contact Info: Contact person for the opportunity. Contact 1: Contact Name: Gabriel Loreda, M Ed (Senior Coordinator), Email: gloreda@mednet.ucla.edu

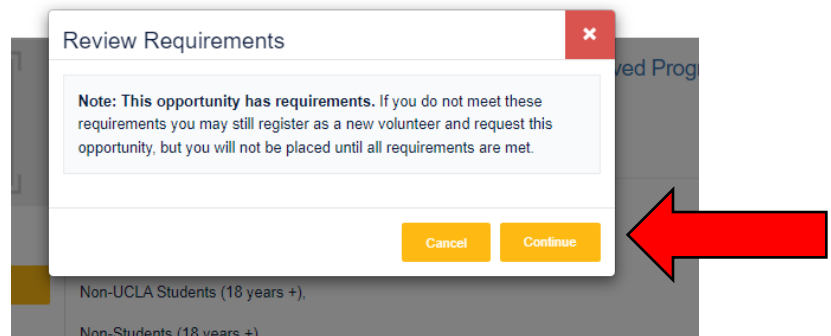
3. If you did not have a UCLA Health Volunteer Login before, please select "Apply Now" and you will be provided instructions and steps to begin volunteering.



The screenshot shows the 'Opportunity Details' page for 'OBS: UCLA SHPEP (Outreach & Pathway)'. The page includes a 'Login' button and an 'Apply Now' button highlighted by a red arrow. The page content includes:

- Minimum age: 18
- Who are eligible to apply:
 - UCLA Students (18 years +)
 - Non-UCLA Students (18 years +)
 - Non-Students (18 years +)
- Attachments: Service Description (PDF)
- Availability: Opportunity available: 06/02/2023 through 05/31/2024. Unlimited openings.
- Contact Info: Contact person for the opportunity. Contact 1: Contact Name: Gabriel Loreda, M Ed (Senior Coordinator), Email: gloreda@mednet.ucla.edu

4. You will get a pop-up that says the following, please click “Continue”



5. You will then be directed to a page to complete your Volunteer Profile. Please fill out all info completely and then click submit. It should take about 5 minutes

6. Once you click submit, then you are done with Step 5 - Part A

- You cannot miss this deadline. On 6/05/24 the UCLA Volunteer Office will approve the profiles.
- At some point on 6/06/24 they will send out approval emails to those who met the deadline. This will be needed for Part B.

Step 5 - Part B: Medical Clearance Uploading – Due 7/01

1. At some point on 6/06/24 you will receive an approval email.
 - a. Most likely it will be from Lily Zhang or mention Volunteer or UCLA PREP
2. You will then be able to complete AND upload all of the step requirements
 - a. Some of these items may take more time, so please do not wait until the last day to get started on this.

FAQS:

- **When submitting the Health Clearance Forms, it says “NOTE: Proof of each medical clearance items must be sent to the coordinator in addition to this form.”**
 - o Please disregard this, you do not need to submit additional proof. However if asked for it, you should be able to provide it.
- **Flu shots:**
 - o Flu vaccines are NOT required at this time. It is only required during flu season which is October – March.
- **Onboarding Session: There is a mandatory onboarding session needed for your potential shadowing clearance.**
 - o This is already scheduled for you. This will be during our PREP schedule.