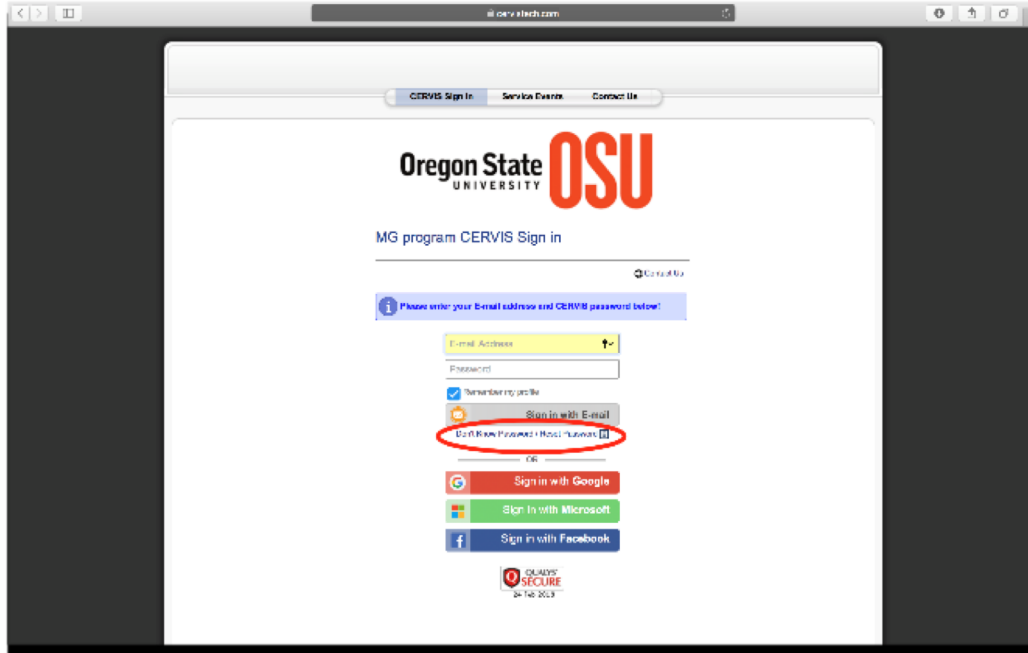


## How to Sign into CERVIS for the First Time:

**Step 1.** Navigate to the CERVIS website.

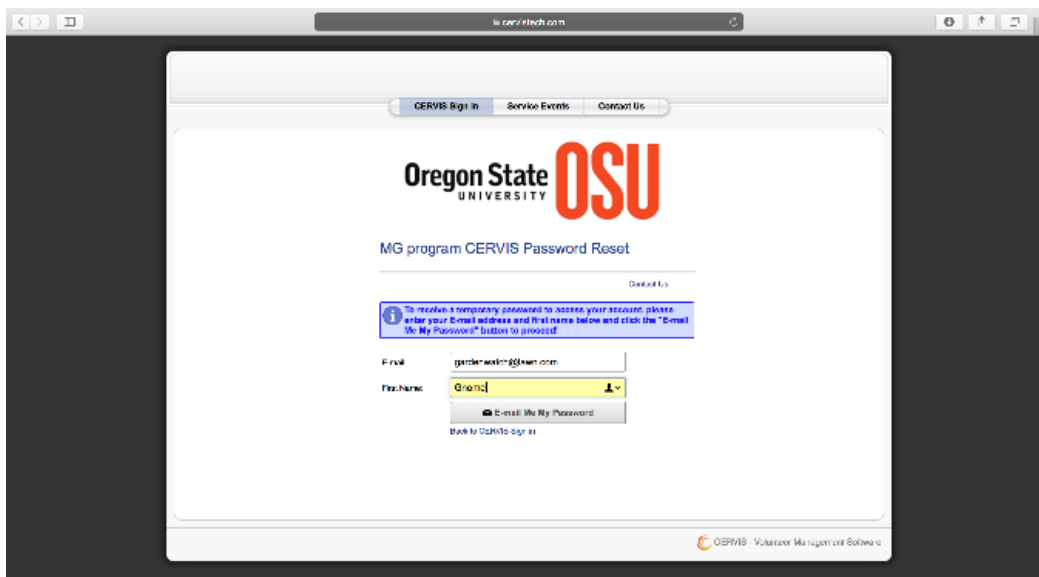
[https://www.cervistech.com/acts/console.php?console\\_id=0141&console\\_type=login](https://www.cervistech.com/acts/console.php?console_id=0141&console_type=login)

**Step 2.** Click **Don't Know Password/Reset password**



**Step 3.** Enter your **email address** (use the same email you used when registering for the Master Gardener Training in Ideal-Logic) and your **First Name**.

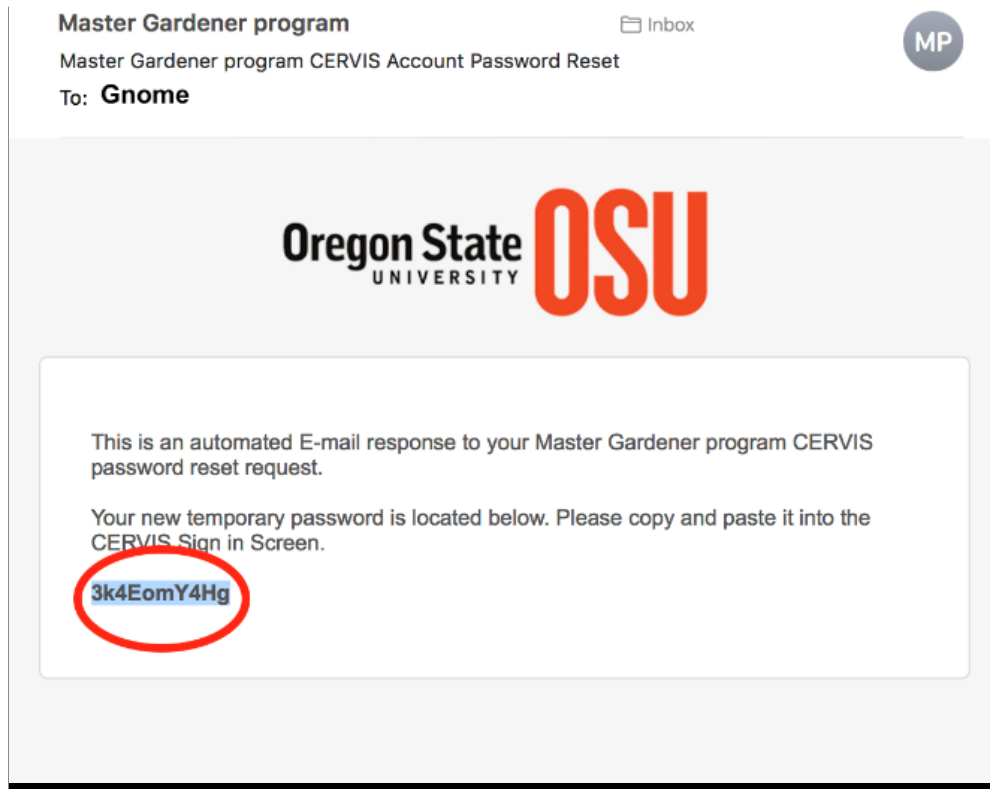
**Step 4.** Click **E-mail Me My Password**.



**Note:** If you get an error message contact **Marcia McIntyre**, [marcia.mcintyre@oregonstate.edu](mailto:marcia.mcintyre@oregonstate.edu) to ensure your email address and name are listed correctly in CERVIS.

**Step 5.** Navigate to your email inbox to retrieve a temporary password.

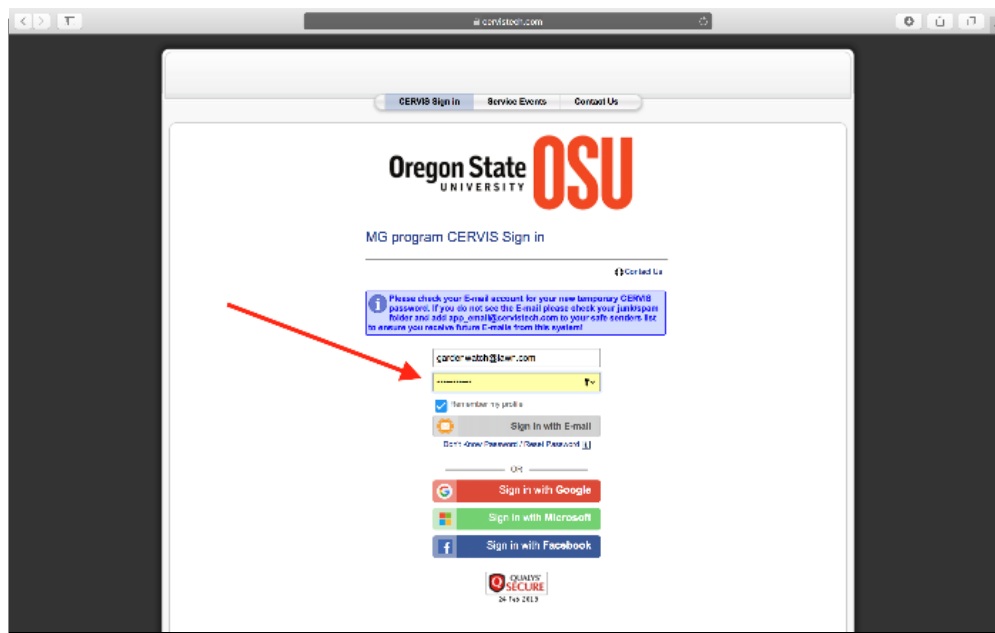
**Step 6.** Copy (Ctrl+C) or write down the temporary password from your email.



**Step 7.** Navigate back to the CERVIS sign in.

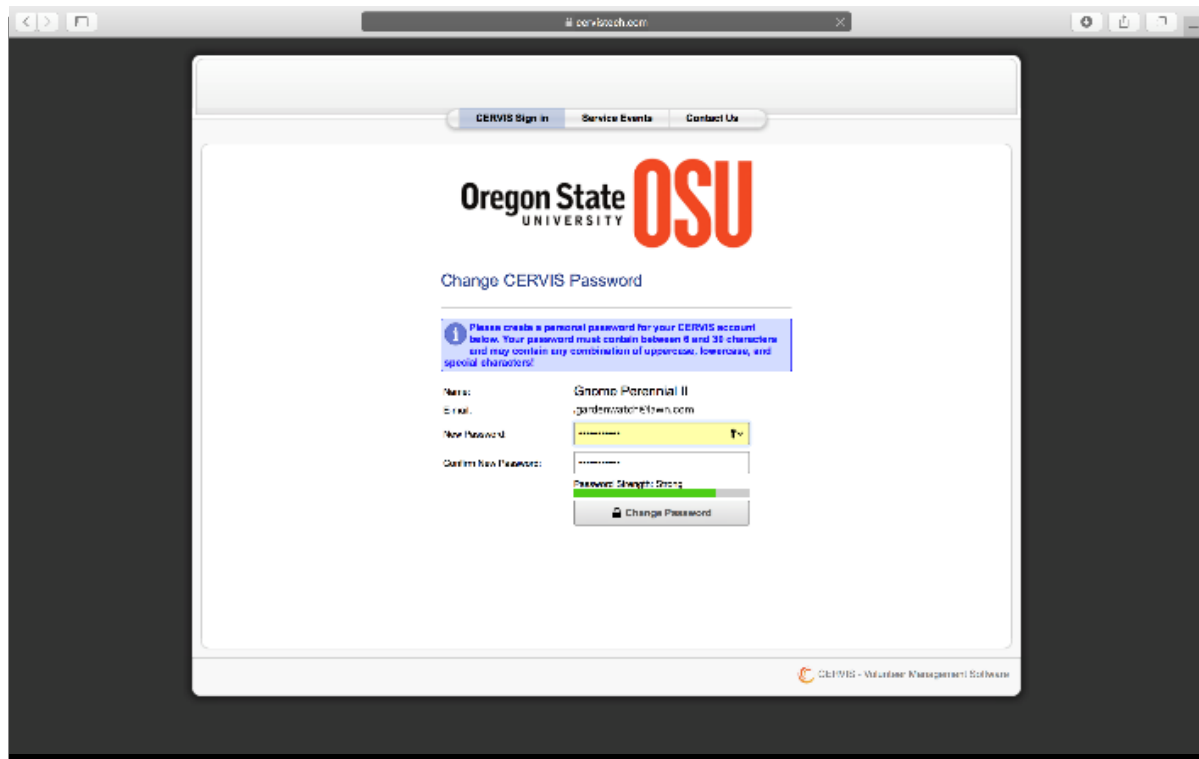
**Step 8.** Type or paste (Ctrl+V) your temporary password.

**Step 9.** Click **Sign in with E-mail**.

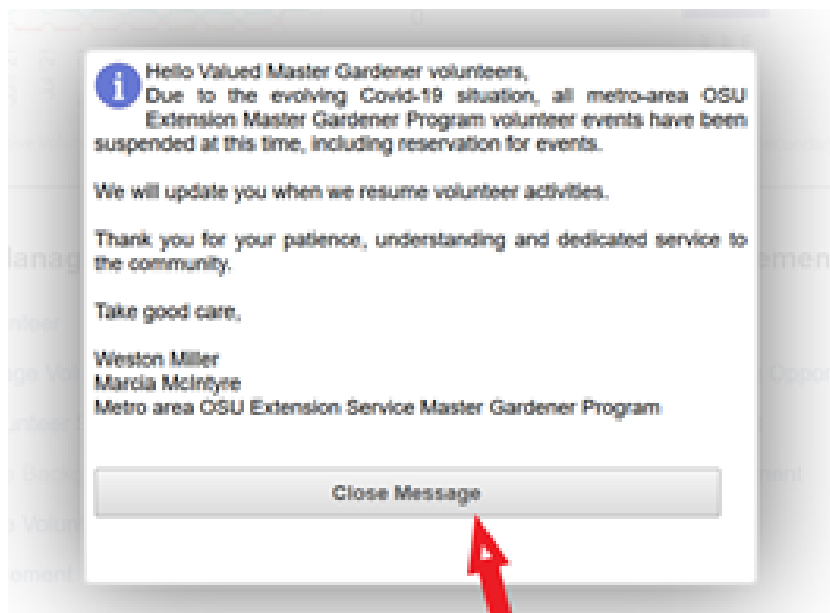


**Step 10.** Create your new password.

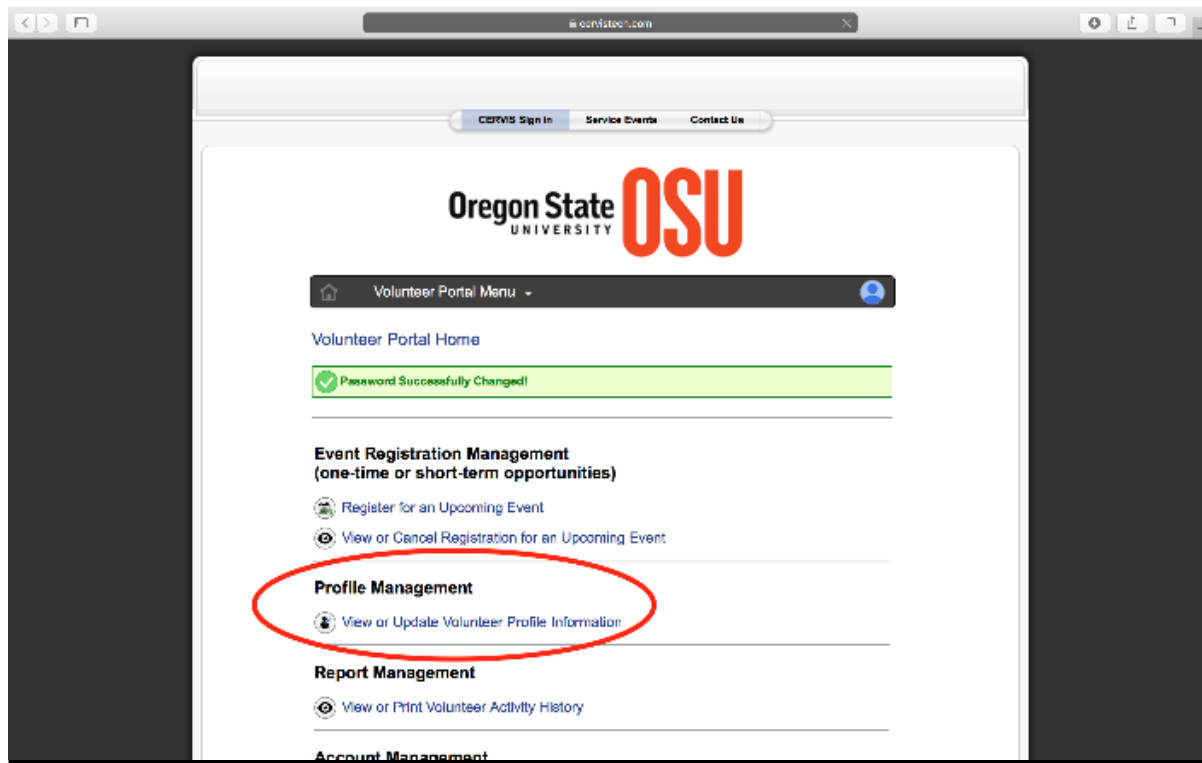
**Step 11.** Click **Change Password**.



**Step 12.** A dialog box will pop-up. Click the 'Close Message' box.



**Step 13.** Click **View or Update Volunteer Profile Information**.



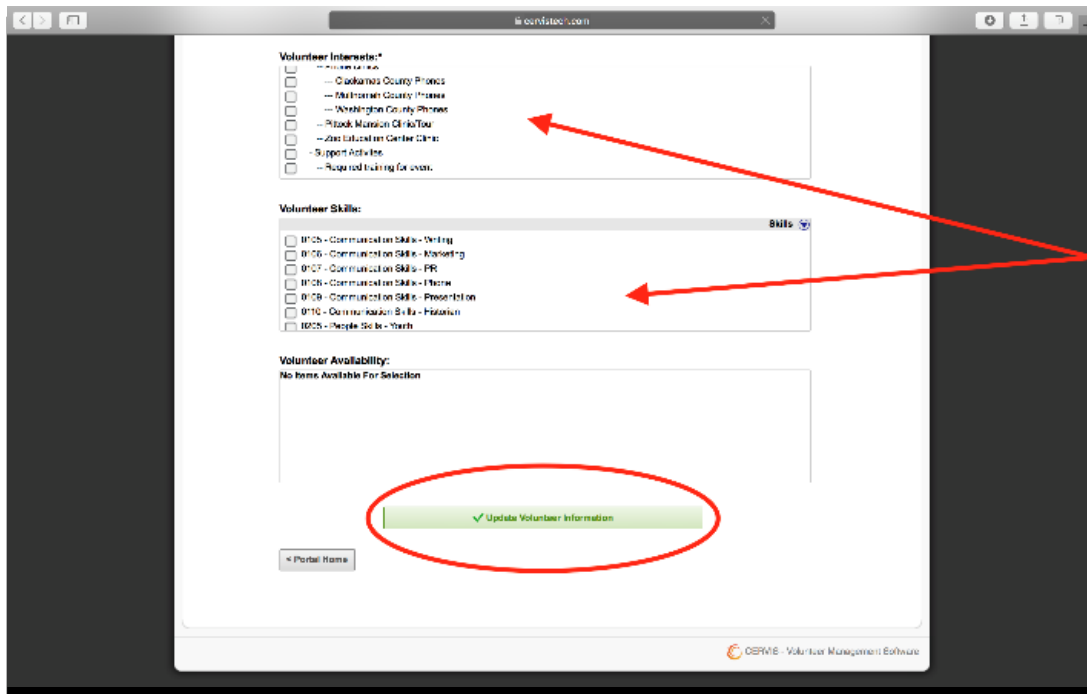
**Step 14.** Update your contact information (email, phone number, mailing address, and emergency contact info).

The screenshot shows the 'Update Volunteer Information' form. At the top right, there is a 'Change' button next to a profile picture icon. The form fields are as follows:

- Volunteer Last Name:**
- Volunteer First Name:**
- Volunteer Primary Phone:**  (loc: 719-111-2222 or 719-111-2222 x346)
- Volunteer E-mail:**
- Confirm E-mail:**
- Volunteer Alternative Phone:**  (loc: 719-111-2222 or 719-111-2222 x346)
- Volunteer Address:**
- Volunteer Address Line 2:**

**Step 15.** Update **Volunteer Interests** and **Volunteer Skills** by checking all the boxes that apply.

**Step 16.** Click **Update Volunteer Information**.



**Step 17.** Click on blue circle in upper right.  
In drop down box, choose **Sign Out**

