

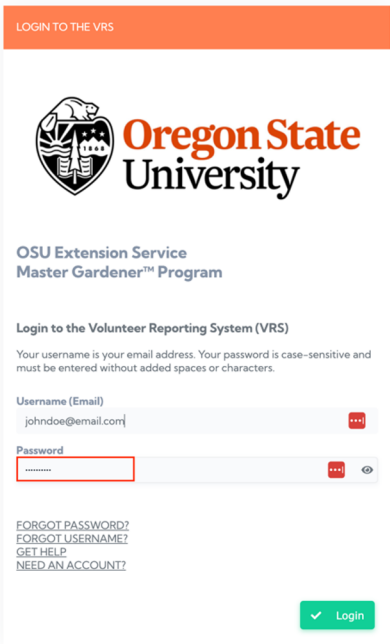
Instructions for First Access to the VRS 2.0

The new OSU MG VRS 2.0 will be launched on Feb 1, 2023. The purpose of this document is to give you step-by-step instructions about how to access your account in this new system. It's straight forward but there are a few steps:

1. Logging in with your *current* VRS password
2. SETTING A NEW PASSWORD WHICH MEETS MINIMUM SECURITY STANDARDS
3. Updating your Contact Information if necessary
4. Updating your Program Progress information if incorrect
5. Agreeing to the Code of Conduct (even if you've done so recently)
6. Logging in with your *newly reset* password

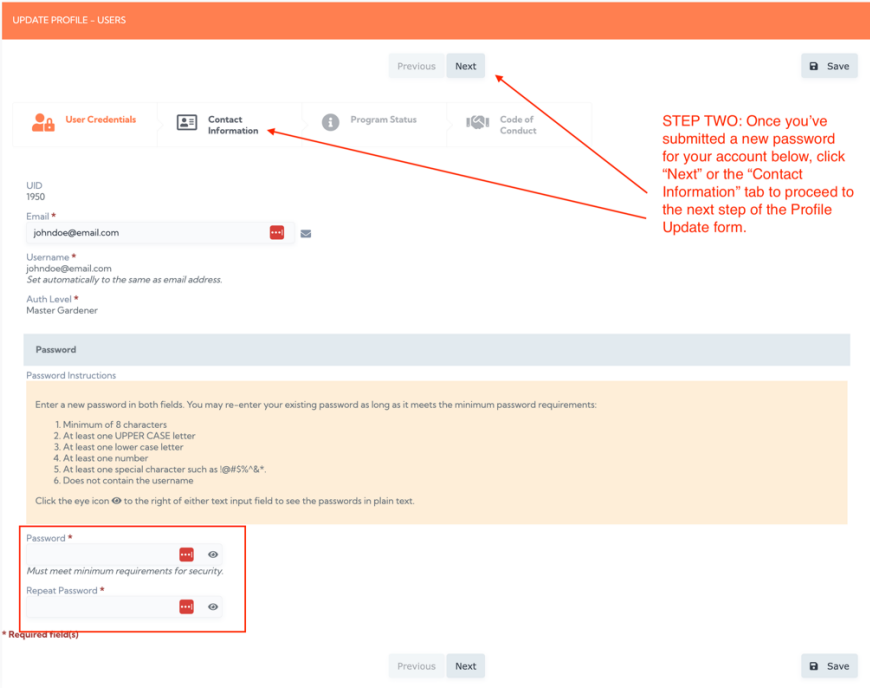
STEP ONE

mgvrs/sec_Login



Use your current password to login for the first time.

The first thing you will do is login to your account using your email for your username (as always) and your **existing password**. Access the new VRS 2.0 by either going to the old system URL (<https://mgvrs.extension.oregonstate.edu/index.php>) which will *redirect you* to the new system. Or go to the new system directly at <https://vrs.osumg.org/>. You may also simply type, <https://osumg.org/> to open the new system.

STEP TWO


STEP TWO: Once you've submitted a new password for your account below, click "Next" or the "Contact Information" tab to proceed to the next step of the Profile Update form.

STEP ONE: Change your password to meet the minimum requirements for the new system. NOTE: If your current password already meets these requirements, you may use it for the new system.

UPDATE PROFILE - USERS

Previous Next Save

User Credentials Contact Information Program Status Code of Conduct

UID
1950

Email *
johndoe@email.com

Username *
johndoe@email.com
Set automatically to the same as email address.


Auth Level *
Master Gardener

Password

Password Instructions

Enter a new password in both fields. You may re-enter your existing password as long as it meets the minimum password requirements:

1. Minimum of 8 characters
2. At least one UPPER CASE letter
3. At least one lower case letter
4. At least one number
5. At least one special character such as !@#%*&.
6. Does not contain the username

Click the eye icon  to the right of either text input field to see the passwords in plain text.

Password *
Must meet minimum requirements for security.

Repeat Password *
Must meet minimum requirements for security.

Previous Next Save

After logging in with your current VRS password, you'll be directed to the Profile Update form, which has 4 steps:

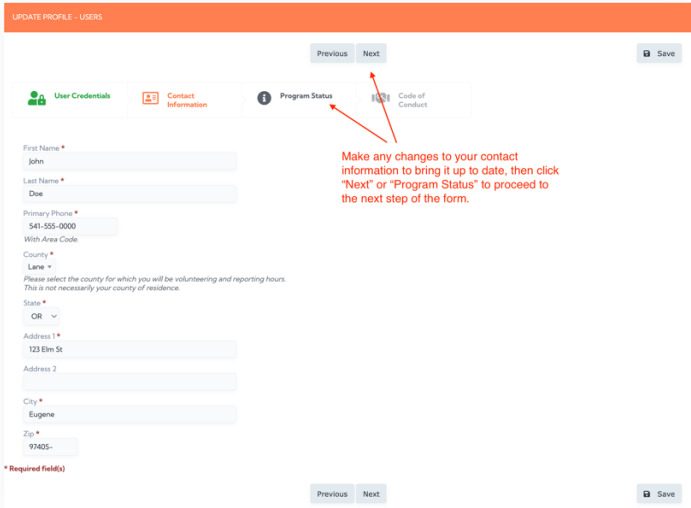
1. Update your email address (if necessary) and reset your password to one which meets minimum security standards (*if your current password meets the reqs, you may use it*)
2. Update your contact information (address, phone)
3. Update your program progress (status, first year, OMGA status)
4. Accept the Code of Conduct (even if you have done so recently)

The minimum requirements for your NEW password are listed on the profile form and are:

- Minimum of 8 characters
- At least one UPPER CASE letter
- At least one lower case letter
- At least one number
- At least one special character from this list: !@#%*&.
- Does not contain your username or part of it

Once you've reset your password to one with the minimum requirements, proceed to the next step on the form, Contact Information, either by clicking its tab or the Next button.

STEP THREE



UPDATE PROFILE - USERS

Previous Next Save

User Credentials Contact Information **Program Status** Code of Conduct

First Name *
John

Last Name *
Doe

Primary Phone *
541-555-0000
With Area Code

Country *
Lane *
Please select the county for which you will be volunteering and reporting hours.
This is not necessarily your county of residence.

State *
OR

Address 1 *
123 Elm St

Address 2

City *
Eugene

Zip *
97405

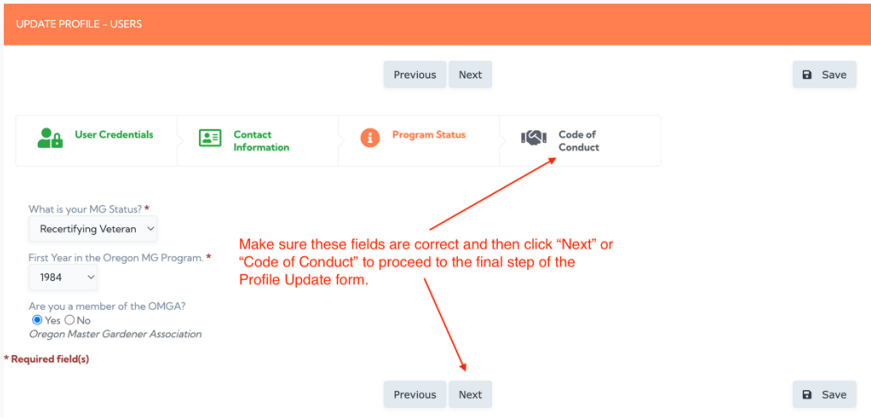
* Required Field(s)

Previous Next Save

Make any changes to your contact information to bring it up to date, then click "Next" or "Program Status" to proceed to the next step of the form.

Make sure your contact information is correct and change anything which is not. Then click the Program Status tab or the Next button.

STEP FOUR



UPDATE PROFILE - USERS

Previous Next Save

User Credentials Contact Information **Program Status** Code of Conduct

What is your MG Status? *
Recertifying Veteran

First Year in the Oregon MG Program. *
1984

Are you a member of the OMGA?
 Yes No
Oregon Master Gardener Association

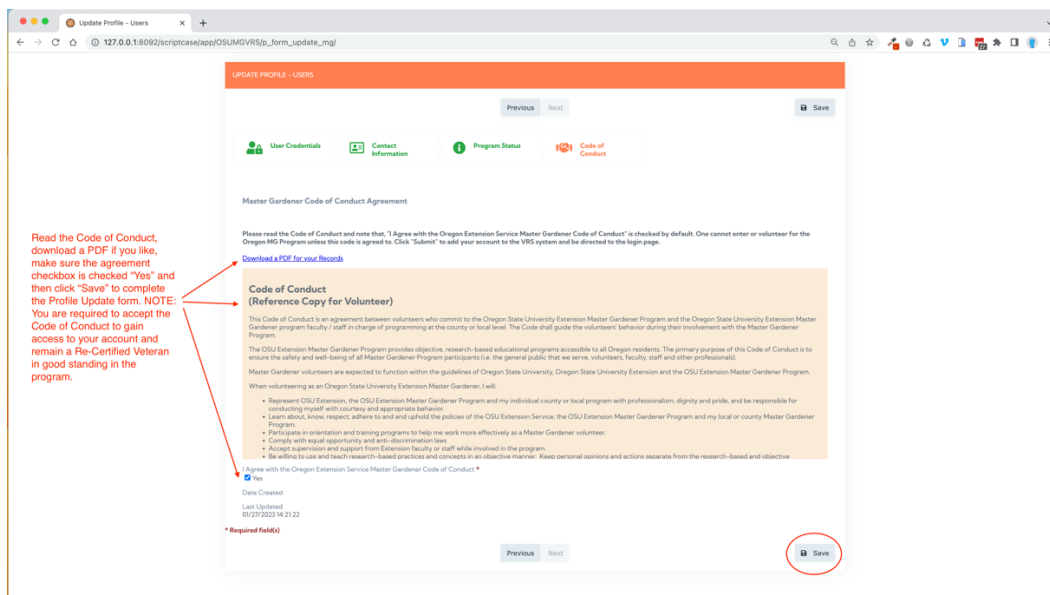
* Required Field(s)

Previous Next Save

Make sure these fields are correct and then click "Next" or "Code of Conduct" to proceed to the final step of the Profile Update form.

Update your Program Progress if necessary and click the Code of Conduct tab or Next.

STEP FIVE



UPDATE PROFILE - USERS

Previous Next Save

User Credentials Contact Information Program Status Code of Conduct

Master Gardener Code of Conduct Agreement

Please read the Code of Conduct and note that, "I Agree with the Oregon Extension Service Master Gardener Code of Conduct" is checked by default. One cannot enter or volunteer for the Oregon MG Program unless this code is agreed to. Click "Submit" to add your account to the VRS system and be directed to the login page.

[Download a PDF for your Records](#)

Code of Conduct (Reference Copy for Volunteer)

This Code of Conduct is an agreement between volunteers who commit to the Oregon State University Extension Master Gardener Program and the Oregon State University Extension Master Gardener program faculty / staff in charge of programming at the county or local level. The Code shall guide the volunteers' behavior during their involvement with the Master Gardener Program.

The OSU Extension Master Gardener Program provides objective, research-based educational programs accessible to all Oregon residents. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all Master Gardener Program participants (in the general public that we serve, volunteers, faculty staff and other professionals).

Master Gardener volunteers are expected to function within the guidelines of Oregon State University, Oregon State University Extension and the OSU Extension Master Gardener Program.

When volunteering as an Oregon State University Extension Master Gardener, I will:

- Represent OSU Extension, the OSU Extension Master Gardener Program and my individual county or local program with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior;
- Learn about, know, respect, adhere to and uphold the policies of the OSU Extension Service, the OSU Extension Master Gardener Program and my local or county Master Gardener Program;
- Participate in orientation and training programs to help me work more effectively as a Master Gardener volunteer;
- Comply with equal opportunity and anti-discrimination laws;
- Accept supervision and support from Extension faculty or staff while involved in the program;
- Be willing to use and teach research-based practices and concepts in an objective manner. Keep personal opinions and actions separate from the research-based and objective information.

I Agree with the Oregon Extension Service Master Gardener Code of Conduct *

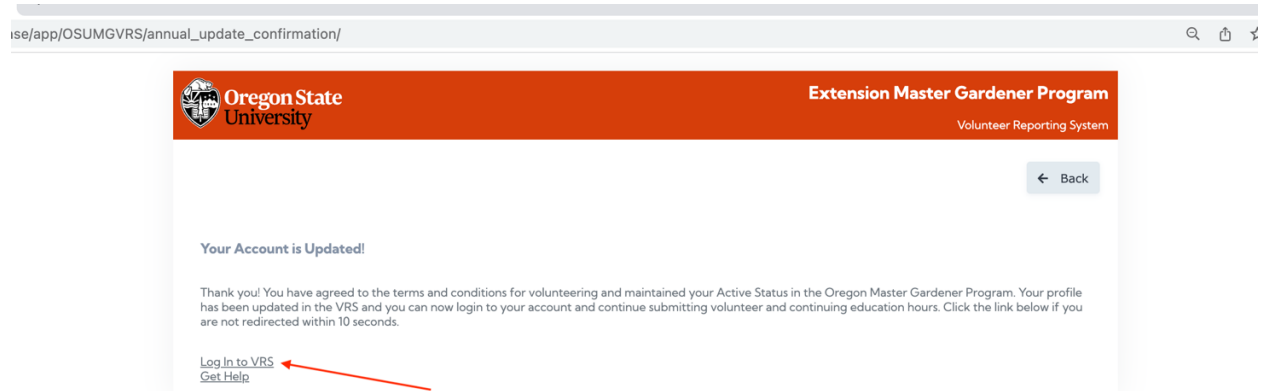
Date Created: 09/27/2013 14:21:22

* Required Field(s)

Previous Next Save

Read through the Code of Conduct and then, making sure the Agreement Checkbox is checked, “Yes”, click the Save button to save the profile with your new password and any changes you’ve made in your contact information and program progress.

STEP SIX



ise/app/OSUMGVRS/annual_update_confirmation/

Oregon State University Extension Master Gardener Program Volunteer Reporting System

← Back

Your Account is Updated!

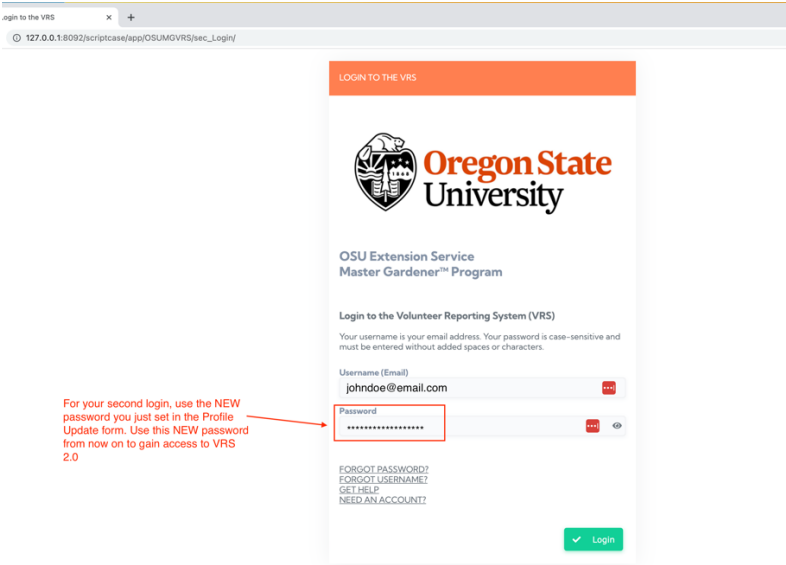
Thank you! You have agreed to the terms and conditions for volunteering and maintained your Active Status in the Oregon Master Gardener Program. Your profile has been updated in the VRS and you can now login to your account and continue submitting volunteer and continuing education hours. Click the link below if you are not redirected within 10 seconds.

[Log In to VRS](#)
[Get Help](#)

When your Profile Update is saved, you'll receive this confirmation message. You may click the “Login to VRS” link or wait 10 seconds to be redirected automatically.

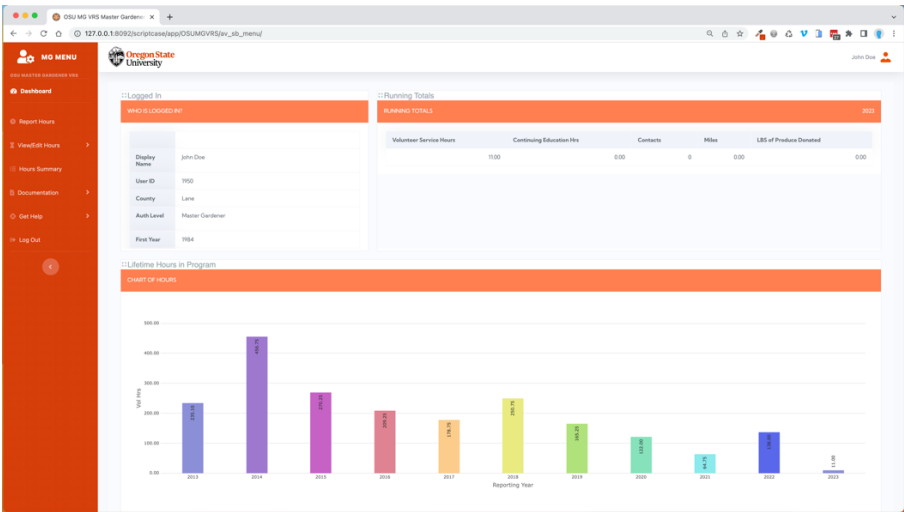
You will receive a confirmation message. Wait a few seconds and you’ll be redirected to the login form once again.

STEP SEVEN



Now, you will login in for a second time, but this time you will use your newly created password, which meets minimum security requirements. You will use this new password every time you want access to your VRS 2.0 account.

STEP EIGHT



Once you’ve logged in, you’ll land on your MG Homepage, which now has a Dashboard appearance and links to all the applications you’ll need to submit and manage hours and manage your profile.

VIDEOS

There is a new set of Tutorial Videos being produced which will result in a YouTube playlist, demonstrating the new system for you. You may watch the first video in this series which covers the same steps as this document. It is about 5 minutes long and walks you through every step so you will know what to expect. There are Tables of Content in each video to quickly get to a part that you need to review. The thumbnail below can be clicked to be directed to the video playlist.



Master Gardener VRS
First Access to VRS 2.0



You may also use this link to the playlist:

https://youtube.com/playlist?list=PLtLONOPb7XuapHSfTJsyEoqwRB1shl_Pz

GET HELP FOR QUESTIONS

Should you have any questions about this process, or run into issues while trying to access your account, please contact Tech Support here:

<https://vrs.osumg.org/help/>

We'll respond as quickly as we can.