

Volunteer Application Troubleshooting


If you think you have done everything correctly but have not received an acceptance or denial letter (not the email that says you have set up an account and reminds you of your username), then log back into the system.

Which of these pictures matches what you see in the Online Application box when you log in?

- 1) No current applications.




 **Announcements**
Thank you for filling out an application to work or volunteer in the Coppell Independent School District. Please apply to a job posting if you are looking for employment. Fill out the volunteer application for volunteering at our campuses. Currently most of our postings are generic as we are trying to create a pool of applicants. We are actively hiring from our pool of applicants.

 **Notifications**
No current notifications

 [Update Registration](#)

 **Job Postings**

 **SmartForms**
No forms assigned

 **Online Applications**
No Current Applications
[Add New Application](#)

 **Manage Jobs**
No jobs applied for in the last year

You either never added the volunteer application, or you filled it out but never submitted it and the information was cleared.

Action: Click the blue "Add New Application" button. Fill out and SUBMIT. When completed correctly, you should match #3 below.

- 2) Unsaved Application with red lettering above.





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 **Notifications**
No current notifications

 [Update Registration](#)


 **Job Postings**

 **SmartForms**
No forms assigned

 **Online Applications**
Until you submit your application it will not be available for hiring officials. Unsubmitted data will be deleted on the date indicated below.

Unsaved Application	Data will be deleted on
Volunteer School Volunteers, Student Teachers, and Observers.	04/26/2022 07:44 PM

[Add New Application](#)

 **Manage Jobs**
No jobs applied for in the last year

You filled out the application but did not hit the submit button. You have until the date indicated to complete and submit it or all the information will be deleted and your screen will look like #1 above.

Action: Click on the blue "Volunteer" button, complete the forms and hit the submit button. When completed correctly, you should match #3 below.

3) Current Application



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Notifications
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Online Applications

Current Applications	Status	Last Updated
Volunteer School Volunteers, Student Teachers, and Observers.	Active	08/05/2021 08:07 AM

[Add New Application](#) [Manage Current Application Status](#)

Manage Jobs
No jobs applied for in the last year

Once you have correctly filled out the application, you will see that the volunteer application is listed under Current Applications, the status is "Active" and the Last Update Column has a date that is between August and June of the **current school year**.

NOTE: If the date is prior to August of the current school year, then although it looks active, it is not and you must click on the blue "volunteer" button and fill it out again.