


# SAN ANGELO ISD VOLUNTEER APPLICATION INSTRUCTIONS

Thank you for your interest in becoming a volunteer in San Angelo ISD. To complete the online VIPS form, follow these steps:

1. Go to the district's website, [www.saisd.org](http://www.saisd.org)  
Click on the link titled "Volunteers in Public Schools" found under the "Community" tab at the top of the page. You will now be on the SAISD VIPS page.
2. Click on [Click here to login and apply](#).
3. You will see options "LOGIN" or "CREATE ACCOUNT"
  - o If you completed the online volunteer application during a previous school year and are returning to this area:
    - Enter your Username and Password and click on [LOGIN](#).
    - If you receive a message that says "Your application has been deactivated", please click the [Reactivate My Account](#) button to proceed and then read the disclaimer statement and click "Accept."
  - o If you are applying to be a VIPS for the first time:
    - Click on the CREATE ACCOUNT button
    - Fill in all the required fields on the "Add Applicant" page.
    - At the bottom of the page, click SAVE AND NEXT.
    - After clicking the Login button on the next page, read the disclaimer statement and click "Accept."
4. Click the "My Application" link at the top left of the page to complete your application. Please note that the application contains several pages, including General Information, Volunteer Information and Preferences, Background Information, and Conditions and Agreements. Be sure to click SAVE AND NEXT at the bottom of each page. **Even if you are a returning applicant**, please go through each page of the application to verify that all of your information is correct.
5. After completing all pages of the application, you will see the VIPS job highlighted in grey. (If you are a returning applicant, you may also access the VIPS job by clicking the "Jobs" tab at the top of the page.) Click on [VIEW/APPLY](#) next to the "Volunteers In Public Schools (VIPS)" job listing. Next, click the button that says [APPLY FOR THIS JOB](#) at the top of the page.
6. Click the LOGOUT icon  at the top right of the page to logout of the system.

For assistance with the application, please call the Public Information Office, 8:00 AM til 5:00 PM school days: 947-3838, x 524. Applications will be processed in the order received. Applications received during high volume times such as the beginning of the school year may require additional time to process. Once your application is completed, please direct any inquiries regarding your volunteer status to your campus office.