Instructions for Volunteers to Claim Their Profile in the Illinois Extension Volunteer Gateway

Welcome to the Illinois Extension Volunteer Gateway! To get started, you'll need to claim your profile and complete the setup of your user account. Follow these simple steps:
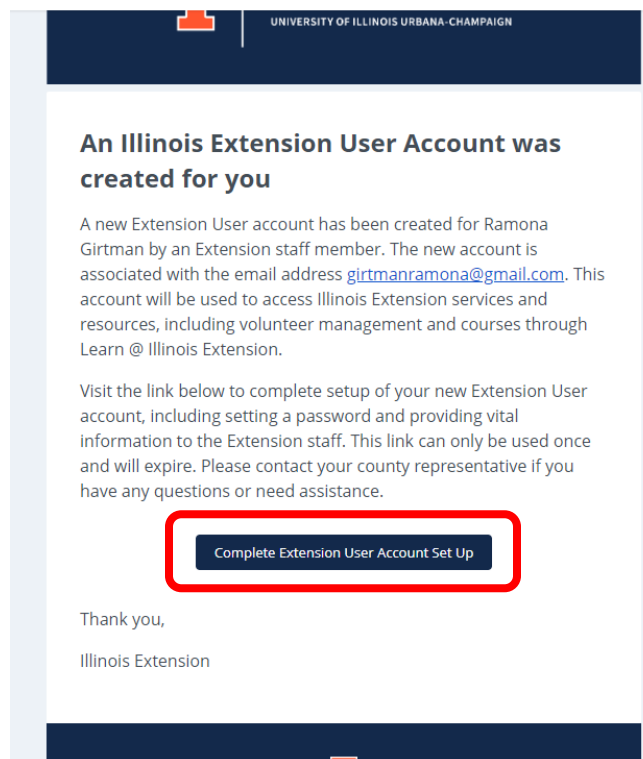
1. Check Your Email

- **Open the Import Invite Email**: Look for an email in your inbox from the Illinois Extension Volunteer Gateway. The subject line may contain something like "Invitation to Set Up Your Volunteer Profile."

2. Complete Your User Account Setup

- **Click the "Complete Extension User Account Set Up" Button**: Inside the email, you'll find a button or link labeled "Complete Extension User Account Set Up" or similar. Click this button to start the account setup process.

3. Fill Out the Required Information

- **Complete the Setup Form**: You will be directed to a form where you will set a password and a signature PIN that will be used to sign digital agreements. Fill out the necessary fields as prompted.
- **Click "Save"**: After entering your information, click the "Save" button to save your changes. This will finalize the setup of your user account.

4. Review Your Profile

- **You Will Be Directed to the Log In Page**: After saving, you will be redirected to the login page.
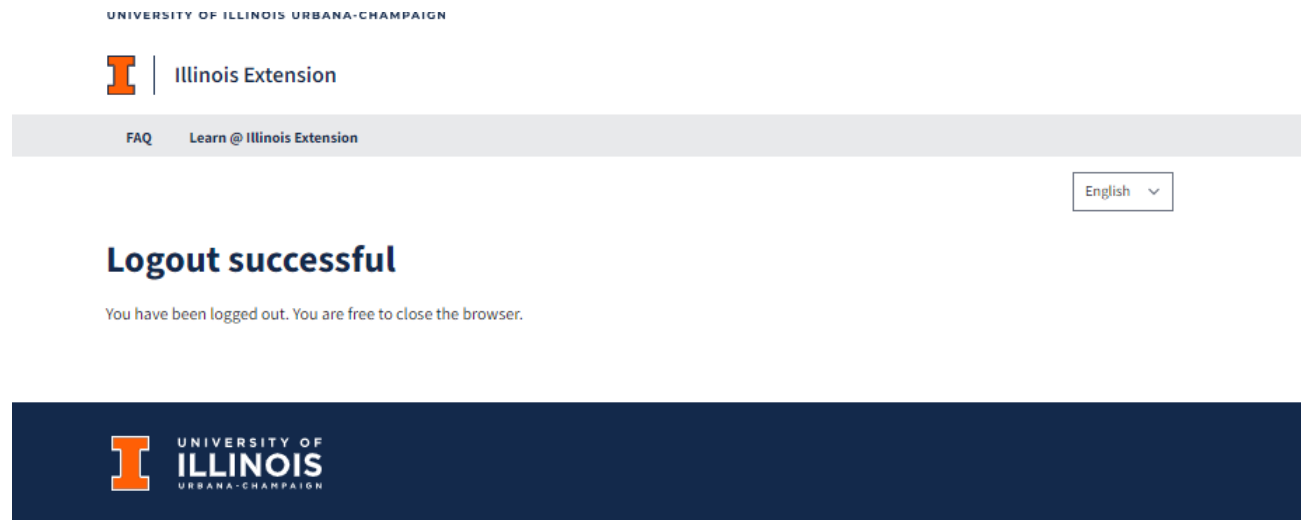
- **Log In**: Enter your credentials to log in to your Extension User Account.

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5. Review and Edit Your Profile Information

- **Access Your Profile**: Once logged in, you can view your profile information.
- **Make Necessary Updates**: If needed, you can update details such as your address, preferred email, or set up Two-Factor Authentication for added security.
- **No Immediate Actions Required**: You don't need to make any changes unless you want to update your information.

6. Log Out or Close the Page

- **Click "Log out"**: If you're finished reviewing or editing your profile, click the "Log out" button to safely exit your account.
- **Or Just X Out**: You can also simply close the browser tab or window if you're done.

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Logout successful

You have been logged out. You are free to close the browser.

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NOTE: The Extension User account will be used to access your trainings at https://learn.extension.illinois.edu. You will also use the login to access your Volunteer Gateway information at https://extension.illinois.edu/my. From the Volunteer Gateway profile, you will see documents that will need to be digitally signed immediately and on an annual basis. Please bookmark this page Volunteer Gateway profile page.

Need Help?

If you encounter any issues or have questions about the process, please contact [Your Support Contact Information].

Thank you for being a valued volunteer with Illinois Extension!