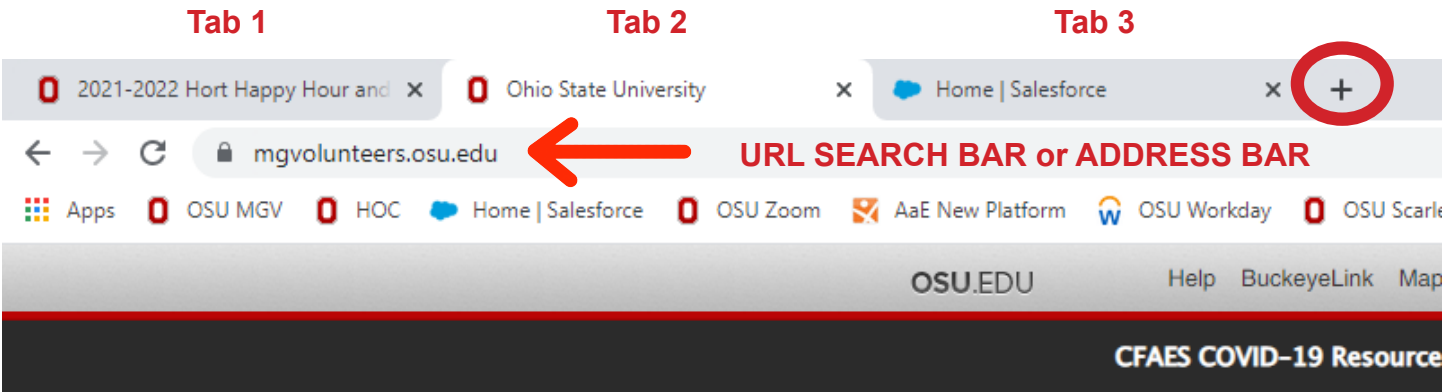


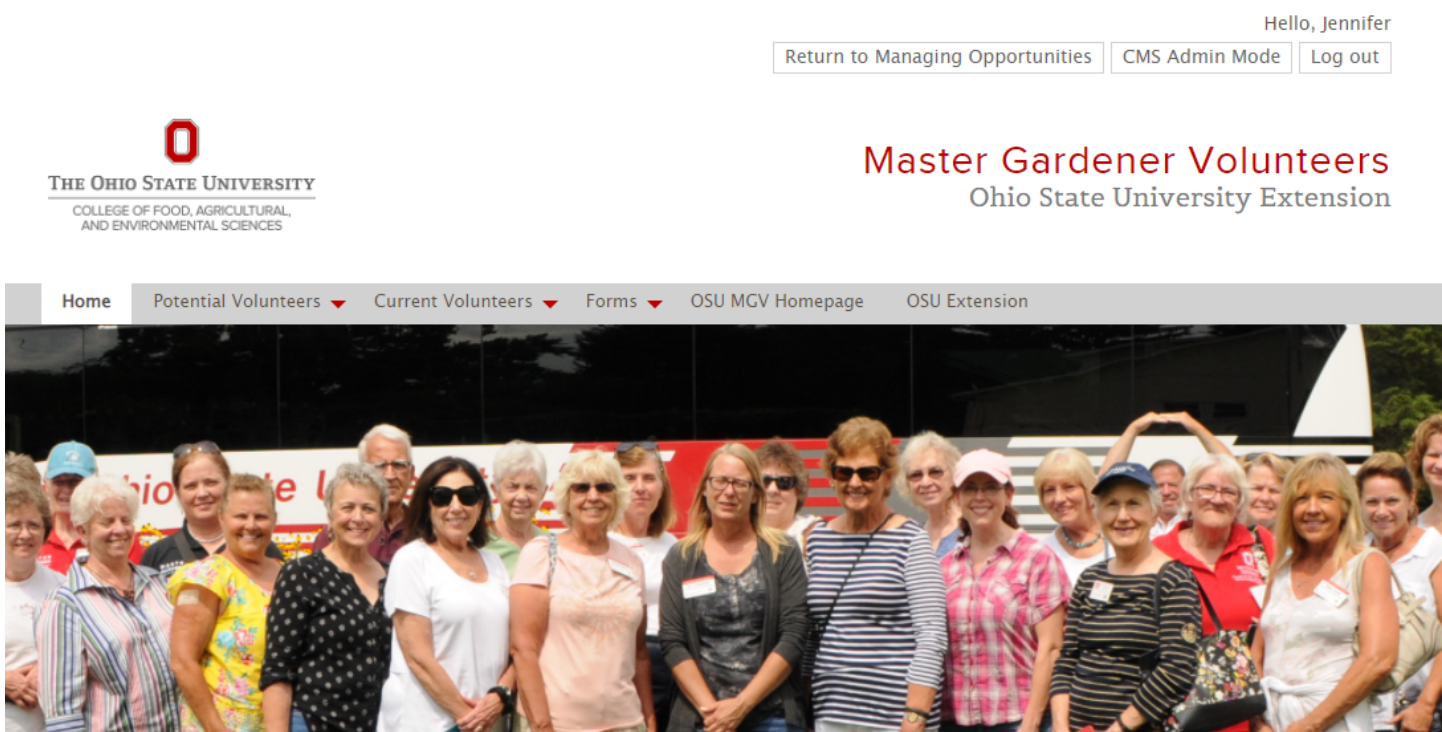
# HOC Training 2021

## Creating an Account in HOC

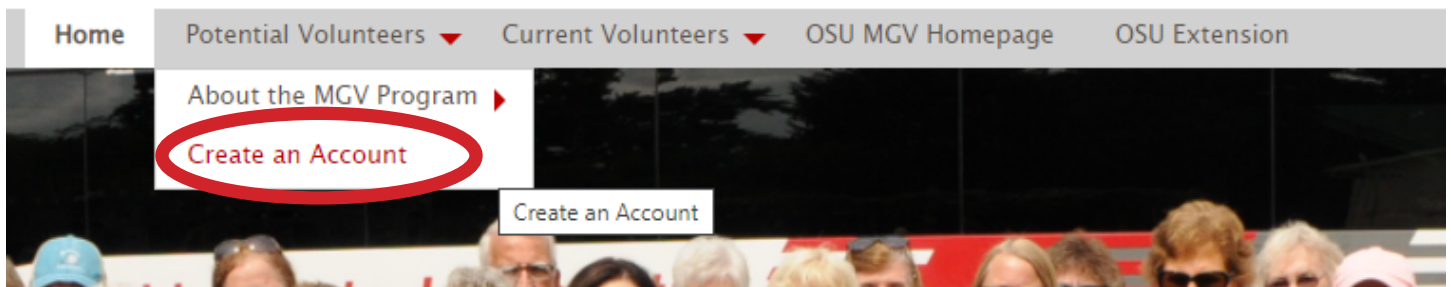
1. Go to your internet browser (Google, Firefox, Internet Explorer, etc.) and type <https://mgvolunteers.osu.edu/> into the search bar. You can have multiple pages open at the same time, toggling between them by clicking on the tabs at the top of the page. Add a new page by clicking the plus sign. Close a tab by clicking the “x” next to it.



## Hands on Connect Homepage



2. From the HOC Homepage, hover over “Potential Volunteers” and scroll down to “Create an Account”



3. Fill in your information, fields marked with an asterisk (\*) are required. The remaining fields are optional but encouraged. If you forget your password, you will be able to reset it.

**BASIC INFO**

First Name \*

Last Name \*

Year of Birth \*

**CONTACT INFO**

Main Address Type

Home Street \*

Home City \*

Home State \*

**LOG IN INFORMATION**

Email Address \*   
*A verification code will be sent to this email, after clicking next.*

Confirm Email Address \*

Password \*

Confirm Password \*

3. You will now need to check your email to retrieve the verification code to complete your account setup. If your email service (Outlook, Gmail, etc) is not open in your internet browser, click the plus sign to open a new tab.

By continuing with the registration process you are indicating your acceptance with the Terms and Conditions for this site. Clicking on the Next button below indicates you accept the the site's terms and conditions. [Click Here to view the Terms And Conditions.](#)

[Resend Code](#)

4. From the email that you received, simply jot down the number, or copy the verification code by highlighting it with your mouse, right click and click "copy".

Dear Jennifer Andon,

We received a request to use the email address [mgvosu@gmail.com](mailto:mgvosu@gmail.com) in <https://mgvolunteers.osu.edu>. If you were prompted for a verification code, please enter the following

**53400**

If this wasn't you, you can safely disregard this email. Probably your email was entered by mistake.

Thanks,  
The Ohio State University

5. You can close out of your email by clicking the "x" or just switch tabs by clicking on the Hands on Connect tab that is already open.

6. With your cursor in the verification code box, type in the number, or right click your mouse then click “Paste” to add in the verification code. Then click “Verify”

By continuing with the registration process you are indicating your acceptance with the Terms and Conditions for this site. Clicking on the Next button below indicates you accept the the site's terms and conditions. [Click Here to view the Terms And Conditions.](#)

Verification Code

[Resend Code](#)

7. Complete the diversity information and click “Finish”.

Diversity Information

Fields marked with an asterisk (\*) are required.

Gender \*

Ethnicity \*

Hispanic or Latino? \*

Veteran Status \*

8. You will receive a confirmation once you have completed the registration process. Next, click on “MGV Application”

Thank You for Registering!

I'm a certified MGV, where do I go next?  
Please visit the [Volunteer Home](#) page!

I'm a potential volunteer, what are the next steps?  
Please fill-out the [MGV Application](#).

9. Complete the application.