

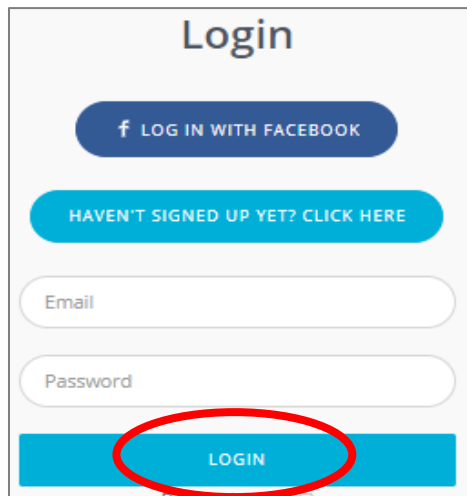
Galaxy Digital Instruction List

Imported Volunteers- Complete/Activate Account

1. Click **LOGIN** at top of page.

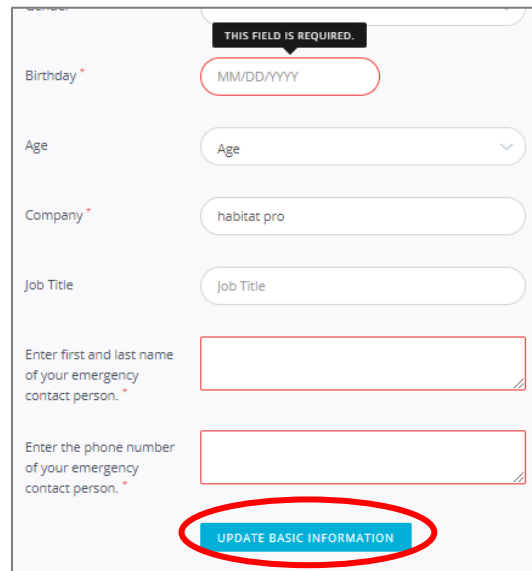


2. Enter Email and Password (password randomly assigned to you in email)
3. Click **LOGIN**



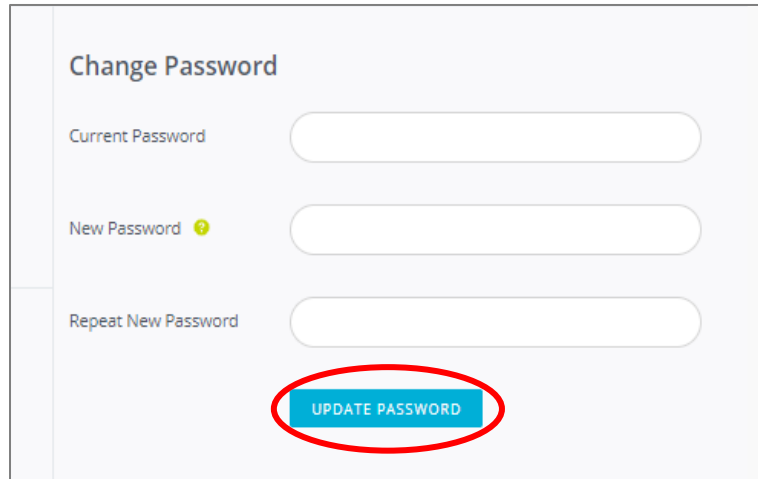
A login form titled 'Login'. It features a 'LOG IN WITH FACEBOOK' button, a 'HAVEN'T SIGNED UP YET? CLICK HERE' button, and input fields for 'Email' and 'Password'. A blue 'LOGIN' button at the bottom is circled in red.

4. Enter missing required information and click **UPDATE BASIC INFORMATION** at bottom of page



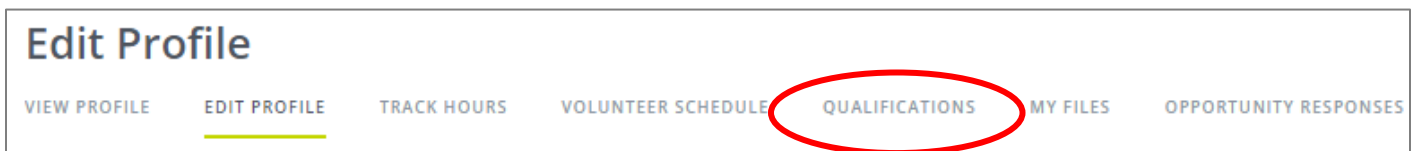
A profile update form with several fields: 'Birthday' (with a 'THIS FIELD IS REQUIRED.' error message and a red border), 'Age' (dropdown menu), 'Company' (text input with 'habitat pro'), 'Job Title' (text input), and two text input fields for emergency contact information. A blue 'UPDATE BASIC INFORMATION' button at the bottom is circled in red.

5. Update your password: Enter your assigned password in **Current Password bubble**
6. Create a New Password (must be at least 8 characters long)
7. Click **UPDATE PASSWORD**



The image shows a 'Change Password' form with three input fields: 'Current Password', 'New Password', and 'Repeat New Password'. Below the fields is a blue button labeled 'UPDATE PASSWORD', which is circled in red.

8. Click **QUALIFICATIONS** to electronically sign 2019 Liability Waiver (REQUIRED)



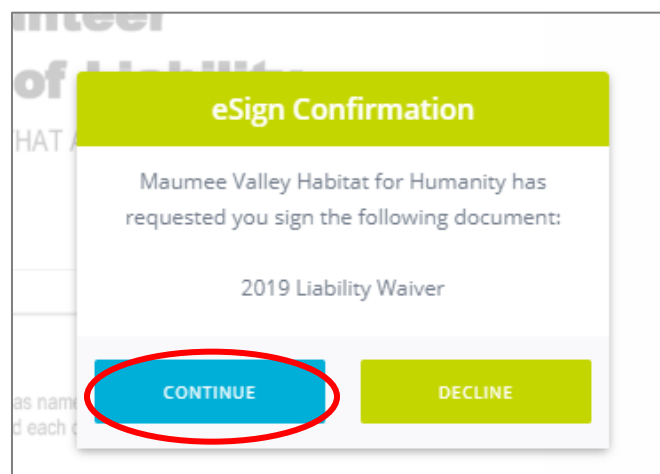
The image shows a navigation bar for 'Edit Profile' with several links: 'VIEW PROFILE', 'EDIT PROFILE', 'TRACK HOURS', 'VOLUNTEER SCHEDULE', 'QUALIFICATIONS', 'MY FILES', and 'OPPORTUNITY RESPONSES'. The 'QUALIFICATIONS' link is circled in red.

9. Scroll down to Incomplete Waivers and click **2019 Liability Waiver**



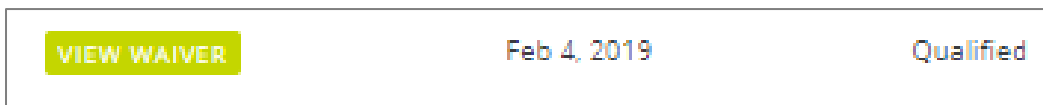
TITLE	QUALIFICATIONS	STATUS
2019 Liability Waiver	Liability Waiver	Incomplete

10. Click **CONTINUE**

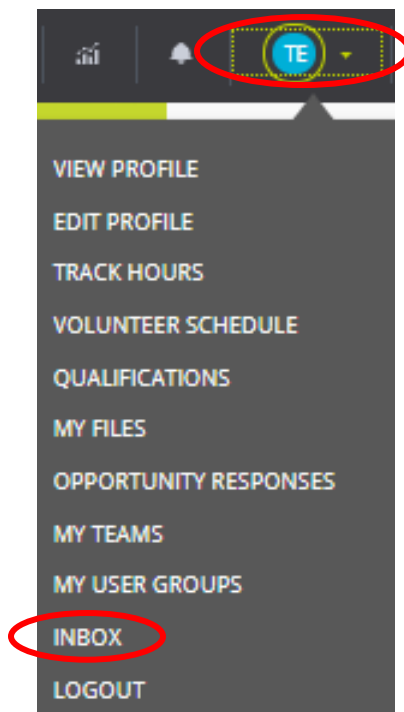


The image shows an 'eSign Confirmation' dialog box. It contains the text: 'Maumee Valley Habitat for Humanity has requested you sign the following document: 2019 Liability Waiver'. At the bottom, there are two buttons: 'CONTINUE' (circled in red) and 'DECLINE'.

15. Once you've signed, your waiver should say Qualified (as shown below)



16. YOU ARE DONE SETTING UP YOUR NEW ACCOUNT! WELCOME TO GALAXY DIGITAL!
To log out of your account, click your **INITIALS** at the top of page (this is your profile dropdown menu) and click **LOGOUT**.



THANK YOU FOR SETTING UP YOUR NEW GALAXY DIGITAL ACCOUNT! Your account holds your 2018 volunteer hours AND will soon hold all your 2019 volunteer hours. Stay tuned for instructions on how to sign up for shifts, track hours, and more!