

*Comet*  
*Volunteer*  
*User Guide*

# Getting Started

Comet is designed to help you effortlessly sign up for volunteer opportunities at your volunteer clinic.

## Register

Register a new account with your email address and a strong password. If you already have an account, you can skip to [Updating Account Details](#).

Create an account by providing your email address, a strong password, your name, other demographic information, and your affiliation, training level, and the location you want to serve at.

### What is my **Affiliation**?

At your clinic, one or more partners come together to give care, i.e, **Medicine, Pharmacy, Nursing**, etc.

Unsure of your affiliation? Pick the one that makes the most sense to you right now (e.g. if you're a med student, pick Medicine). But don't worry, you can always change it later.

### What is my **Training Level**?

First year med student (MS-1), second year OT (OT-1) are examples. Yours is where you are in your program.

### What is my **Preferred Location**?

The name of the physical place where your clinic is

**Important!** Your affiliation, training level, and location determine the opportunities you can sign up for. So, if you're currently unsure that you picked the correct ones, contact the person who told you about signing up on Comet.

Home IUSOC Menu

Please Sign In

Email Address

Password

SIGN IN

New here? [Register](#)

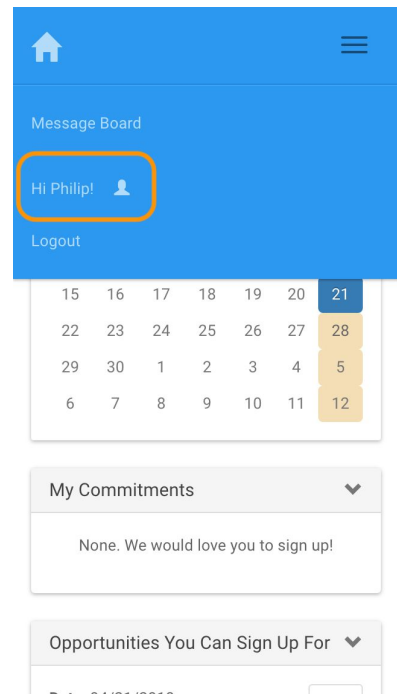
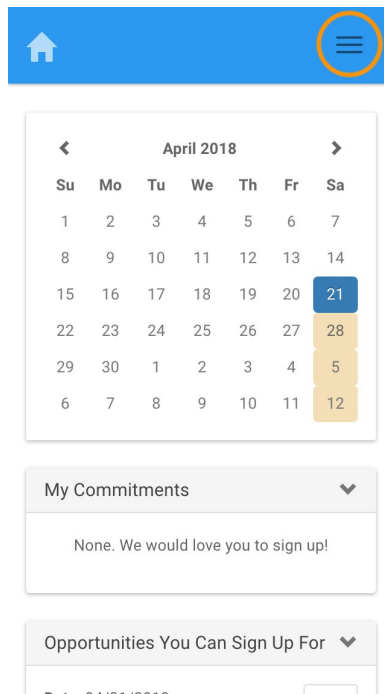
Forgot your password? [Not a problem](#)

## Update Account Details

Change everything about your account by first selecting the menu and then selecting your name.

You can

- Update your training level as you progress through your program
- Change your affiliation
- Change your password
- Change demographic info, etc ...



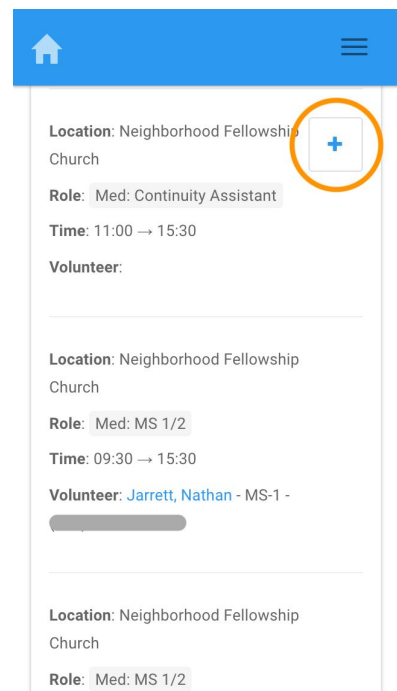
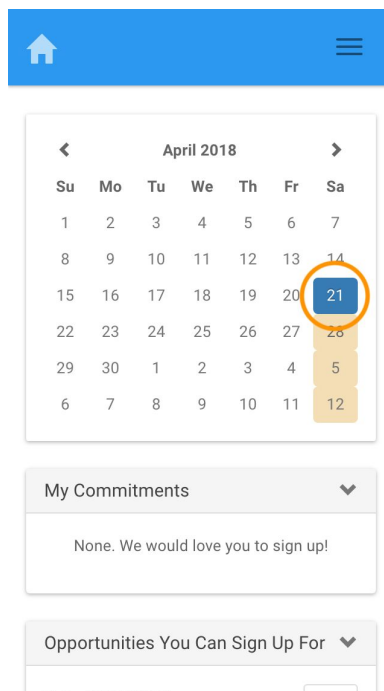
## Sign up for a Volunteer Opportunity

On the homepage, Comet provides a calendar with available opportunities that you can sign up for.

View a roster of all the opportunities in your discipline by selecting any of the highlighted dates.

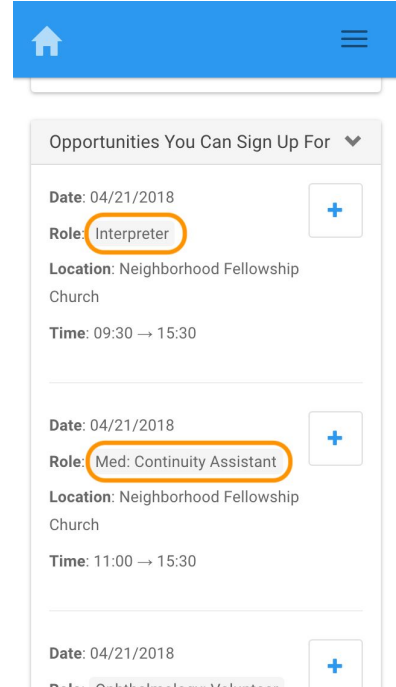
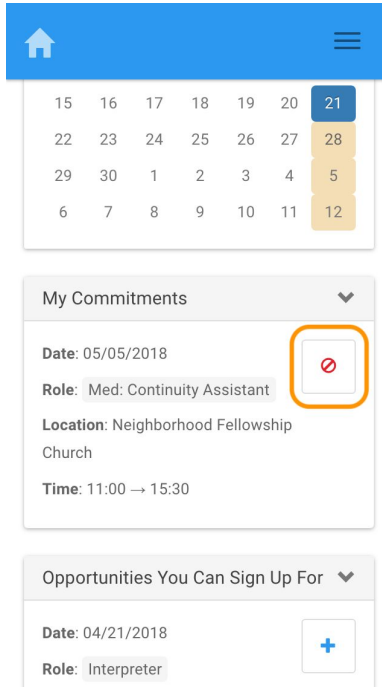
Sign up for opportunities with the plus button.

Cancel commitments by selecting the cancel commitment button.



Commitments can only be cancelled if they are more than 7 days in the future, i.e., if today is Saturday April 21, the earliest commitment that can be cancelled is on Sunday April 29. If you need to cancel a commitment and can't see the button, contact your clinic manager, they'll know what to do.

Check out all the Opportunities You Can Sign Up For. They all have the plus button and you can sign up for as many as you like (unless there's a time conflict).



Tap the **role** to learn what the opportunity is about.

## Miscellaneous

### Help! I Forgot My Password

1. On the login page, select, **Not a Problem**.
2. Enter your email address
3. Check your email for a link to choose a new password

### Why Am I Asked to Confirm My Account Details?

Twice each year on January 1st and on July 4th, Comet does some automatic housekeeping. This provides an opportunity for everyone to update their training level.

### Help! I Need to Cancel My Commitment and It won't Let Me

Contact your clinic manager. They've got the power.