



# DOING THE MOST GOOD<sup>®</sup>

Colorado Springs Corps

**Welcome To Your New Journey In Volunteering and Protecting The Mission (PTM)!!**

Volunteers don't necessarily have the time,  
they simply have the heart.

**We're excited to have you with us!**

**To get started, please follow these steps:**

1. **Submit Your Background Check**

Stop by the Administrative Office or send a scanned photo of your Valid ID driver's license or state Id or passport. Processing may take up to 2 weeks.

2. **Register Online**

Visit <https://volunteer.usawest.org> to create an account, choose your volunteer area, and complete your profile.

3. **Complete PTM Training**

- Create an account at **Praesidium Academy**
- Finish the courses and download your certificate(s)
- **ALERT:** YOU CAN USE A SMART DEVICE!
- **If you are a returning volunteer, then please log back in and apply for the area you are interested in and follow the prompt and required training course(s).**

4. **Upload Certificates**

Upload your certificates to your volunteer account or email them back to me if you are having trouble uploading your certificates to your account.

*Jeannette Bernstein*

**Volunteer Coordinator**

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**The Salvation Army El Paso County**

**908 Yuma Street**

**Colorado Springs, CO 80909**

# STEPS BELOW FOR CREATING YOUR VOLUNTEER ACCOUNT AND REQUIRED COURSES TO TAKE.

**Step 1:** Register or login at:

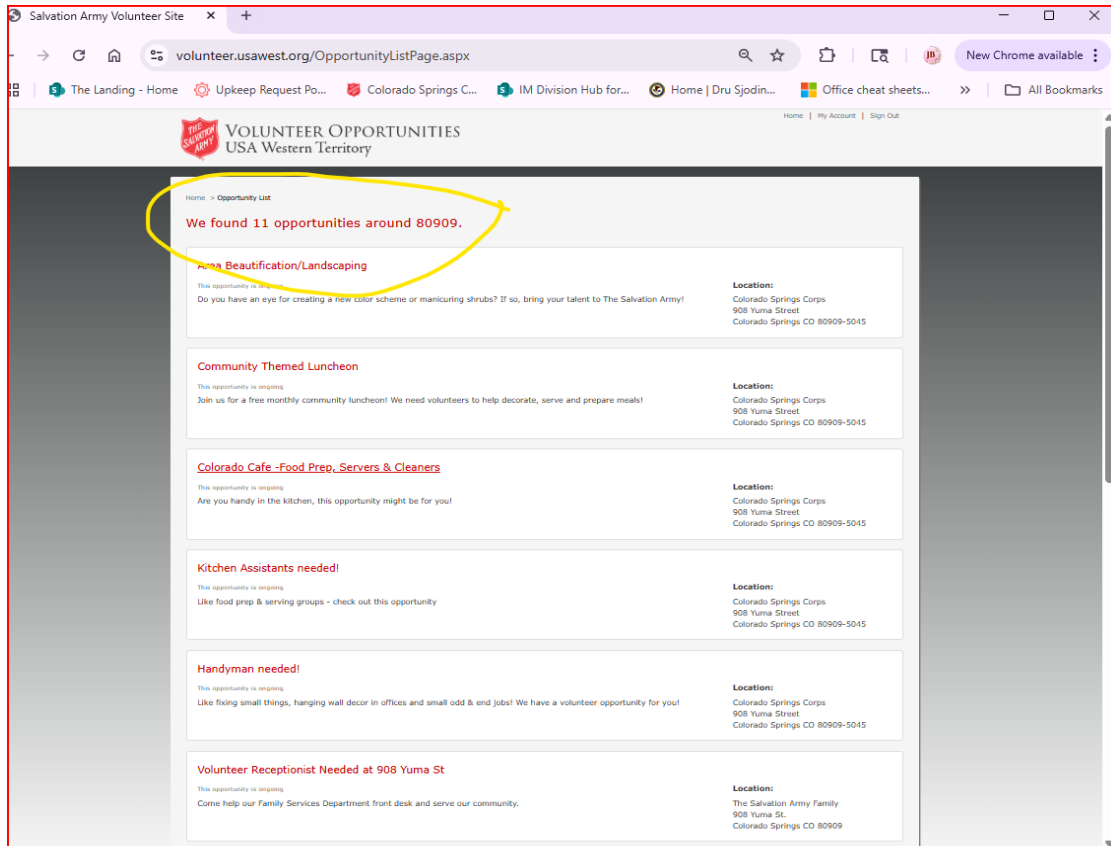
<https://volunteer.usawest.org/Home.aspx>

The screenshot shows the homepage of the Western USA Volunteer Opportunities website. The header includes the Salvation Army logo and the text "Volunteer Opportunities - Western USA". A navigation bar at the top right contains a "Sign In" button, which is circled in yellow with an arrow pointing to it, and a "My Account" link. The main banner features the text "Volunteers don't necessarily have the time, they simply have the heart." and a search bar with the placeholder "Enter address or zip" and a "GO!" button. Below the banner, there are three main sections: "VOLUNTEER LOCALLY" with a "Search for local opportunities" button, "VOLUNTEER AS A GROUP" with a "Volunteer as part of a group" button, and "JOIN THE LIST" with a "Join the list" button. Each section includes a brief description of the service.

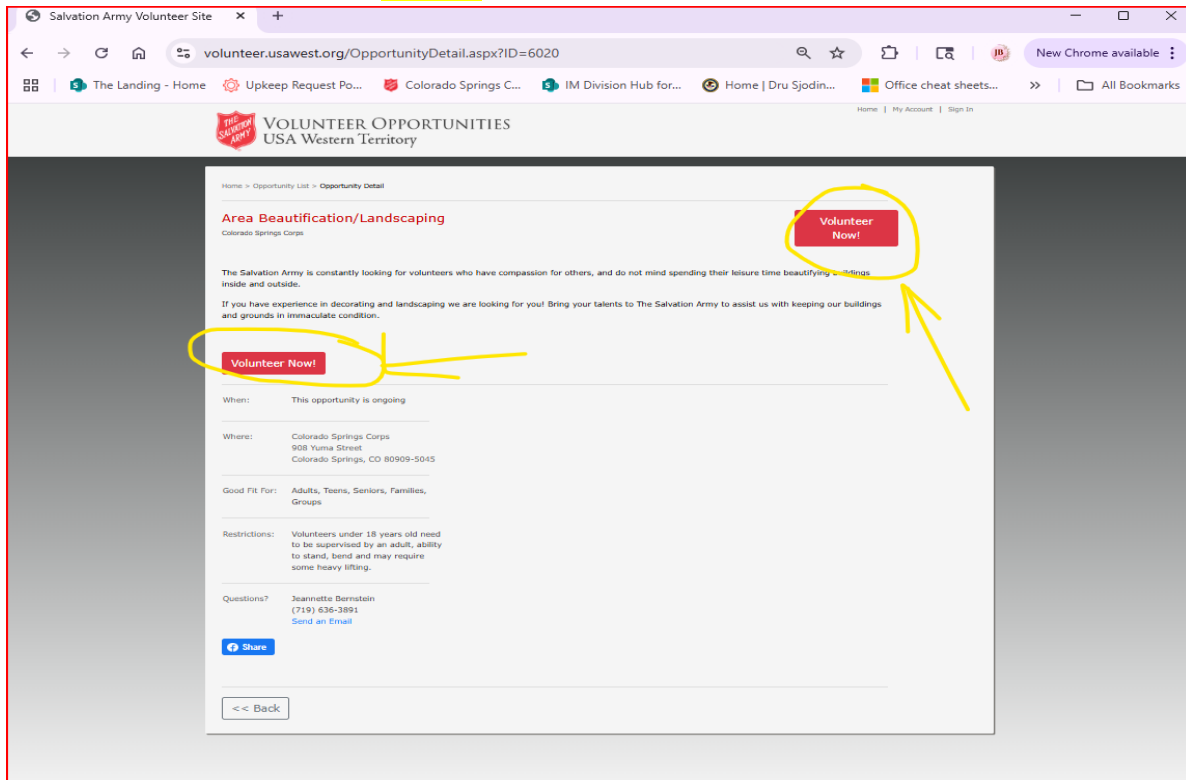
**Step 2:** Enter your zip code or address

This screenshot shows the same homepage as the previous one, but with a yellow message box at the top stating: "We need a little more information to determine your location. Consider entering a city and state, or a 5 digit zip code." The search bar and "GO!" button are circled in yellow, with an arrow pointing to the "GO!" button. Below the banner, the "VOLUNTEER LOCALLY" section is highlighted with a yellow circle around the "Search for local opportunities" button. The other sections, "VOLUNTEER AS A GROUP" and "JOIN THE LIST", remain unchanged.

### Step 3: Look and apply for the opportunity you would like to volunteer for.



### Step 4: Click on volunteer now



**STEP 5:** Follow all the prompts to finish filling out your online application through <https://volunteer.usawest.org>. Once you have completed signing up and applying to your desired choice, you are now ready to do your courses through your last step for **Praesidium in Step 6.**

**Step 6:**



**PRAESIDIUM**  
— ACADEMY —

**How to Enroll in Praesidium Online Training**

1. Go to: <https://www.praesidiumacademy.com/redeem>
2. Enter your name, email, and create a password
3. **Use this registration code:**  
**reg-salvationarmywest-138-intermountaindivision**
4. Click **Validate**, agree to the terms, then click **Redeem**
5. Save your login info
6. Answer the registration questions and click **Save & Continue**
7. Scroll down to start the required courses (marked in **red**)
8. When finished, **email or bring your certificates** to us

**CLASSES ARE OFFERED IN ENGLISH AND SPANISH. PLEASE  
CHOOSE THE CORRECT LANGUAGE**

**Regular Volunteers:**

Volunteers that will NOT be working with children and vulnerable adults must complete all the courses!!

- 1. Online Policies: Salvation Army Western Territory**
- 2. Meet Sam**
- 3. Salvation Army Social Media**

Thank you for applying! 😊