



## Certification Steps for FCPS Volunteer Badge

The steps to complete the FCPS Certification process are detailed below. If you have any questions about this process, please contact [volunteers@warhawkcrew.org](mailto:volunteers@warhawkcrew.org).

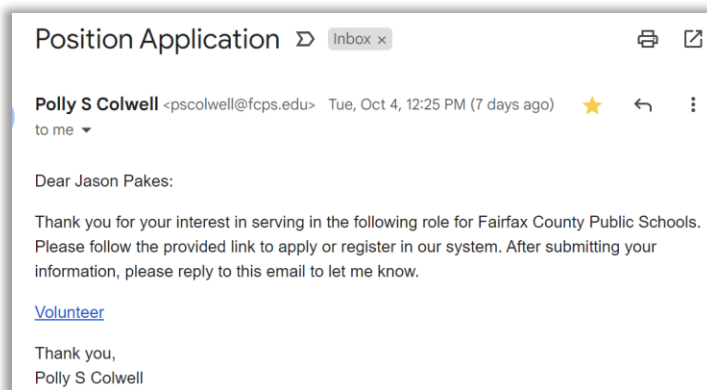
### STEP 1 - Initial Trigger (HR-3 Form)

Complete the [FCPS HR-3 Volunteer Application Form](#) and submit it via email to [Volunteers@warhawkcrew.org](mailto:Volunteers@warhawkcrew.org). **Please Note:** The contact information is all that is required – no need to fill out the SSN or “Training/Skills” question.

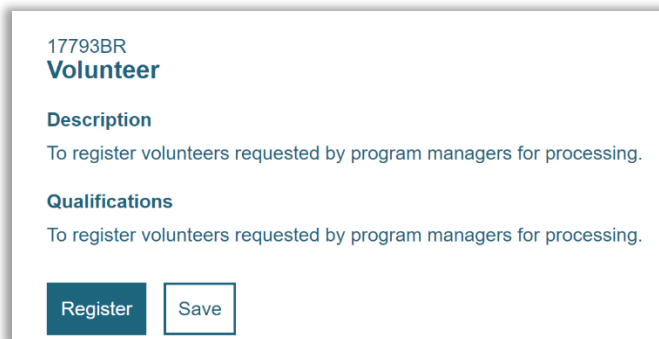
The FCPS Volunteer Badge Leader will consolidate and send the forms over to the JMHS Athletics Department trigger the badge process and will notify you when this is complete so you will be able to watch for the next steps.

### STEP 2 - Position Application (3-5 days after Step 1 is complete)

- a. Look for an email from FCPS with Subject line: Position Application



- b. Click the "Volunteer" Link in the email and then register as a volunteer with FCPS



- c. Choose your sign in option (LinkedIn, Facebook, Twitter, or email address)
  - If email address, click the 'create an account'
  - Choose a password (8-25 characters & 1 special character)
  - Select & answer 3 security questions
- d. Start your Registration by completing all questions



- e. Once complete, send the application
- f. You should receive an email from FCPS indicating your candidate reference number
- g. Reply to initial email to confirm completion of this step

### STEP 3 - FCPS Account Creation (~2-3 days after Step 2)

- a. Look for an email from FairfaxCountyPublicSchools@kenexa.com
- b. Follow the link to create a password and answer 3 security questions. **\*\*\*The link is one time use and will expire if not used within 5 days\*\*\***
- c. After creating password and answering 3 security questions, the login box will appear with your username (email address). Enter the password you just created and begin your onboarding tasks.

If you need assistance, contact the Welcome Center at 571-423-3000 or at [HRConnections@fcps.edu](mailto:HRConnections@fcps.edu).

Use "volunteer certification" or "volunteer application" for any inquiries.

### STEP 4: Onboarding (Immediate after FCPS password is created)

If you run into a problem you can't fix, please feel free to contact <http://hrconnection.fcps.edu>.

- a. To begin your Onboarding process, click the Begin Onboarding button (Note: After completion of each task, a new one will appear. There are 7 in total including the "Welcome to Fairfax County Public Schools" link (see snip below)
  - Click **Information Review** Task and complete
  - Click on the **Information Technology Acceptance of Terms and Conditions** Task and complete
  - Click on the **Social Security Number Review** Task and complete
  - Click on the **EEO Information** Task and complete
  - Click on the **Fingerprint Data Form** Task and complete
  - Click on the **Social Services Child Protective Services** Task and complete

Task Name	Due Date	Status
Social Services Child Protective Services		Completed
Fingerprint Data Form		Completed
EEO Information		Completed
Social Security Number Review		Completed
Information Technology Acceptance of Terms and Conditions		Completed
Information Review		Completed
Welcome to Fairfax County Public Schools		Completed



### STEP 5 - Onboarding Process Completion (Immediate after step 4)

You will receive an email from FairfaxCountyPublicSchools@kenexa.com indicating completion of the onboarding process. The next step will be to schedule an appointment to visit the Department of Human Resources to complete a fingerprinting and criminal background check. <--**A separate email will be sent to schedule this.**

### STEP 6 - Schedule/Complete Fingerprinting Appointment (> 1day after step 5)

- a. Look for an email from FairfaxCountyPublicSchools@fcps.edu to schedule your appointment
- b. Schedule Appointment
- c. Attend Appointment - bring a photo ID with you (TB test is **NOT** required for volunteers)

**Location:** Gatehouse Administration Center (GAC) | Department of Human Resources  
8115 Gatehouse Road  
Falls Church, VA 22042

**Parking:** You may park in a designated visitor parking space in front of the building, or the parking garage located in the back of the building.

### STEP 7 - Onboarding Complete (> 1day after step 6)

You will likely receive the 2 following emails indicating the process is complete. No action is required at this point - you will be notified once your badge is printed and ready for pickup at JMHS.

1. CareerQuest@fccps.edu indicating "your background has cleared and that you are authorized to report to your assignment on your confirmed start date."
2. BLCollins@fcps.edu with subject line "Volunteer at Madison High (unpaid Role)" welcoming you to your "new role with Fairfax County Public Schools (FCPS)."

### STEP 8 - Receive Badge (~3 business days after Step 6)

Once JMHS Student Activities Office receives the badge, you will be notified through the Warhawk Crew Volunteer Chair to pick up your badge. Be sure to keep an eye on Slack for this notification.

- **Location for pickup:** JMHS - Student Activities Office - Door 4 - Room 131
- The Volunteer or Parent's Athlete can pick up the badge