



## Volunteer Connection: Tip Sheet for Volunteers Obtaining and Entering Your Saba Person ID

In order for your training history to update nightly in Volunteer Connection, your Saba Person ID must be part of your member profile. Here is how to obtain that ID from within the Saba Learning Management System and enter it into your member profile in Volunteer Connection:

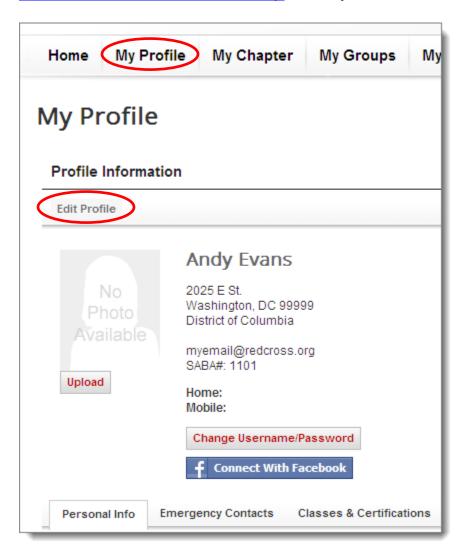
To obtain your Saba Person ID, log into Saba at: <a href="https://classes.redcross.org">https://classes.redcross.org</a>. Click My Profile, and then consult and record the Person ID value.







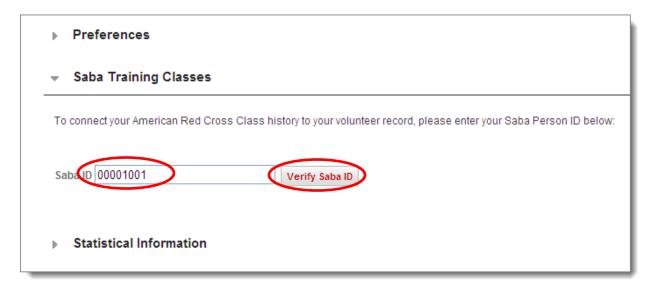
To enter your Saba Person ID into Volunteer Connection, log in at <a href="https://volunteerconnection.redcross.org/">https://volunteerconnection.redcross.org/</a>. Click **My Profile** and **Edit Profile**.



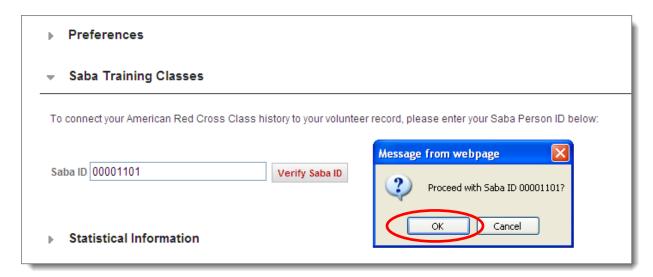




Scroll down, expand **Saba Training Classes**, enter your Saba Person ID into the **Saba ID** field, and click **Verify Saba ID**.



Click **OK** at the **Proceed with Saba ID...?** message.







If the validation is successful, the system will indicate that your Saba ID is connected.



If the validation is not successful, it will instead indicate that it is being validated by an administrator, and you will need to work with your chapter or station to complete the connection between your member profile in Volunteer Connection and your Saba Person ID.



Please remember that even after your Volunteer Connection profile displays a copy of your training history from Saba, you still need to use Saba for all course registration. Entering your Saba Person ID in Volunteer Connection simply makes it easier for everyone to see a full picture of your volunteer involvement in one place.

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