



## **How to log in and complete or updated your Volunteer Matrix Personal Profile**

First, go to: <https://mmdc.volunteermatrix.com/>

- At the top of the page, locate the "LOG IN" button and click it. (top left of calendar)
- Use your assigned username and password (you may have received this in an email from us)
- If having problems signing in go to the section "Problems Signing In?" - click the lost password button (then return to this step when received)
- Once logged in:  
It may first get you to enter your security question and answer (for later password retrieval), then go to edit your profile - complete and save. (stop here in these directions)

OR

If it did not do the line above, go to "My Profile, Schedule, Groups, Hours, Etc." button at the top, next to the LOG OUT button

- Then go to "My Volunteer Profile-view & edit"
- From there click "CLICK HERE TO EDIT YOUR PERSONAL INFORMATION"  
- complete your profile and click the bottom save button