

Getting started with the OSU Extension Volunteer Reporting System (VRS)

Master Gardeners may create an account and begin using VRS at any time. However, since our chapter will not begin using VRS until November 1, 2023, members must continue turning in regular time sheets until then.

After November 1st, members who choose NOT to enter their own hours into VRS may continue to turn in time sheets (new formats below at #5) and a fellow MG volunteer will create an account and enter hours for you. More details about this process will be available closer to our transition to VRS.

1. Visit the VRS login page [https://vrs.osumq.org/sec_Login/] to get started
 - Select the NEED AN ACCOUNT link towards the bottom of the page
 - Provide an email address that will serve as your Username
 - Set a new password that meets the minimum security requirements
 - Enter your contact information (address, phone)
 - Enter your Program Progress information
 - Agree to the Code of Conduct (even if you've done so recently)
 - You will receive a confirmation message once you complete creating your account
 - Wait a few seconds and you'll be redirected to the login page to start using the system
2. You can review detailed how to instructions for creating your account at this link [https://vrs.osumq.org/_pdfs/VRS-2.0-First-Access.pdf]
3. There are also a number of YouTube videos that are available to help you in using the system [https://www.youtube.com/playlist?list=PLtL0NOPb7XuapHSfTJsyEoqwRBishl_Pz]
4. There is an app if you would like to be able to enter your hours on your mobile device. See the YouTube video for more information.
5. There are how to documents on our website on the Documents and Forms page in the Volunteer Time Reporting section to help with the transition. Note that the reporting time sheets are completely optional as you can report your time directly into VRS. These include:
 - [DCMG Equivalency Map to VRS Entries](#) – shows our current DCMG categories mapped to VRS categories
 - [DCMG VRS Volunteer Service Hours Form](#) – blank form to collect your hours until you are ready to log in and report through VRS
 - [DCMG VRS Continuing Education Hours Form](#) - blank form to collect your hours until you are ready to log in and report through VRS
6. We will have a few MGs who will be serving as resources to assist you with your VRS questions. That information will be sent out as we get closer to launching VRS for our chapter.