URI Master Gardener Program

Get Connected User Guide for Mobile Devices

Updated: June, 2024

Introduction

This guide is designed to help Master Gardeners navigate our new volunteer hour management system, Get Connected. This version is targeted for those users who wish to use Get Connected via their mobile device.

While the mobile version of Get Connected looks and behaves much like the desktop version, the graphics and guidance in this guide is designed to better reflect the mobile user experience.

Should you have any questions not covered by this guide, please do not hesitate to reach out to the URI Get Connected Help Team via email at urigetconnectedhelp@gmail.com.

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Accessing Get Connected

You can access Get Connected via the following link:

uriextension.galaxydigital.com/user/login

Your username is the email address that you use with the Master Gardener or Food Recovery for RI program. An initial, temporary password was sent to you with your welcome email. If you have any problems with your password, or wish to change the email you have on file, please send an email with your request to urigetconnectedhelp@gmail.com
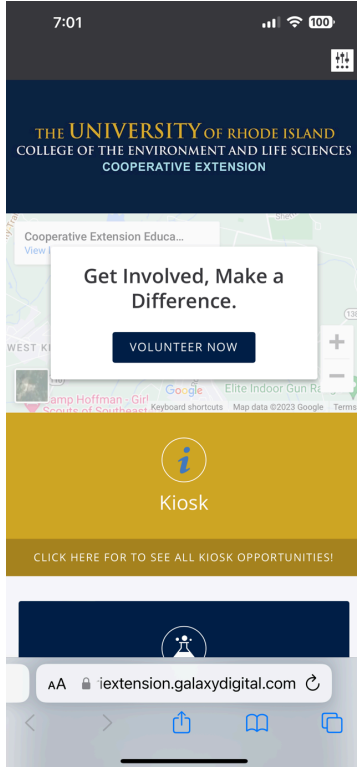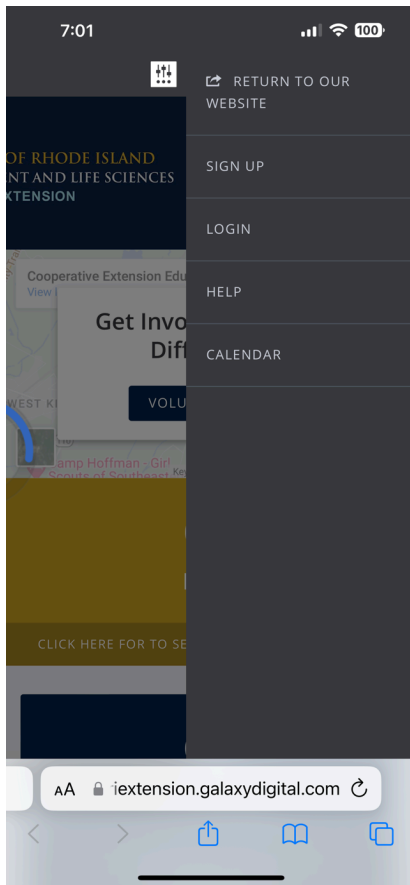
Logging In For the First Time

When you visit uriextension.galaxydigital.com, this is what it should look like. If you click the white box in the top right corner, you can select login to gain access to the portal.
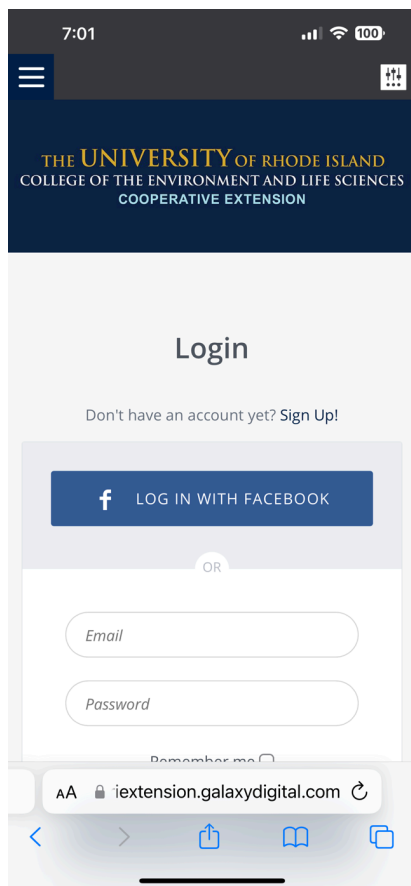
1. If accessing for the first time, type your email address and the temporary password provided in your earlier email.

2. Click the icon at upper right (looks like vertical bars) to start accessing the login option.

Click the link below to find a video walkthrough on how to login for the first time!

https://youtu.be/BuqRedGEEbY

Help Team Tip:

Before you can begin logging your hours, you must make sure you have *Responded to the Opportunity.* Both volunteer projects and continuing education classes are considered Opportunities. In the next section, we will cover how to respond to opportunities, and how to find the projects you are involved with.

How Do I Find and Respond to Opportunities?

1. In Get Connected, volunteer service and continuing education assignments are called "Opportunities." You can access this using the icon at upper left of screen that look like horizontal bars. Click this and it opens the menu options to select "Opportunities."

2. This brings you to the listings for all of our available volunteer and continuing education projects. You must respond to them in order to log hours later on for each opportunity.
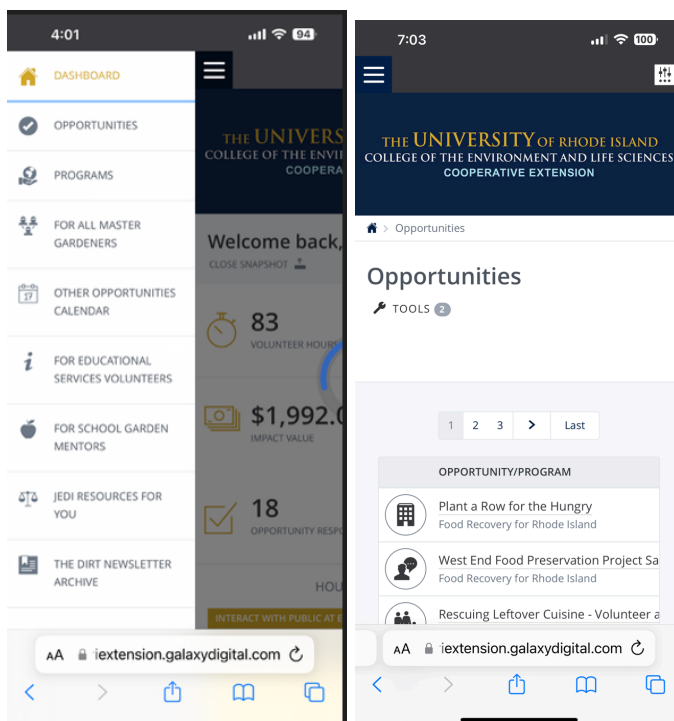
3. Click on the opportunity of interest. You should see detailed information about the opportunity, including dates, times, a description, contact, and a button that says "Respond." Click the "Respond" button if you wish to participate in that opportunity.

4. Be sure to scroll to the bottom of the screen and click "Submit Opportunity Response". This will then schedule you for that event.

Note: In March of 2024, this left hand menu changed to now include: updates for Master Gardeners, Educational Services Volunteers, School Garden Mentors, JEDI resources, and access to all issues of The Dirt in our archive.

Click the link below for a video walkthrough of how to find and respond to opportunities!
https://youtu.be/50FMl3nqbGE

How Do I Log Continuing Education & Volunteer Hours?

1. You will only be able to log hours for opportunities that you have responded to. If you have not done this yet, please do so. You can always refer here for more help.

2. Using the link at upper right of your home screen (vertical bars), click this and select "Add Hours".
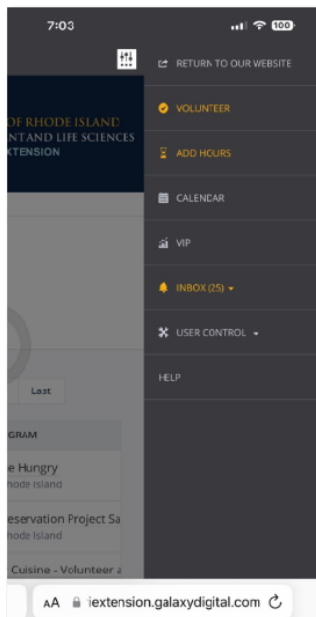
3. This gives you the option to insert hours for credit. Click on "Add hours", then scroll to the bottom of screen if you're not taken there already, and you'll see

there is a field for "Select Opportunity". The opportunities you have chosen already should appear in the drop down. Choose the one that needs hours and then put the dates worked, # of hours, any miles traveled, and identify it as a volunteer opportunity or continuing education opportunity in the "User Groups".

4. Click on "Submit hour entry" and it will record your hours.

How do I review my hours?

From the main screen, using the icon bars at upper left, click on "Dashboard" to view your total hours accounted for. If you feel there is a discrepancy, please contact us at the help desk email and we can address this for you.
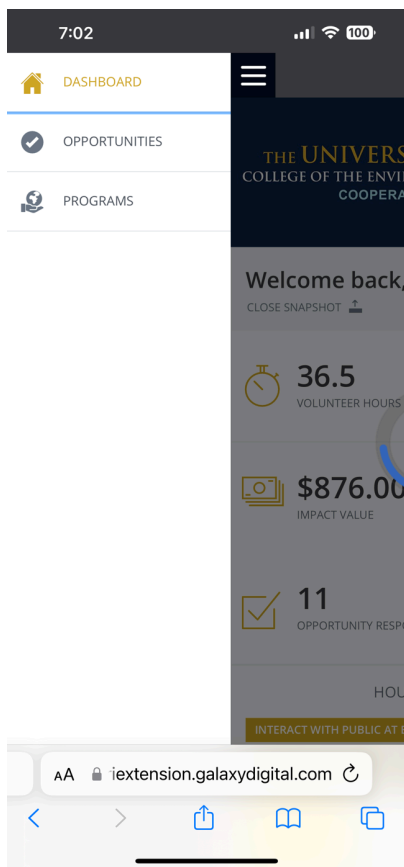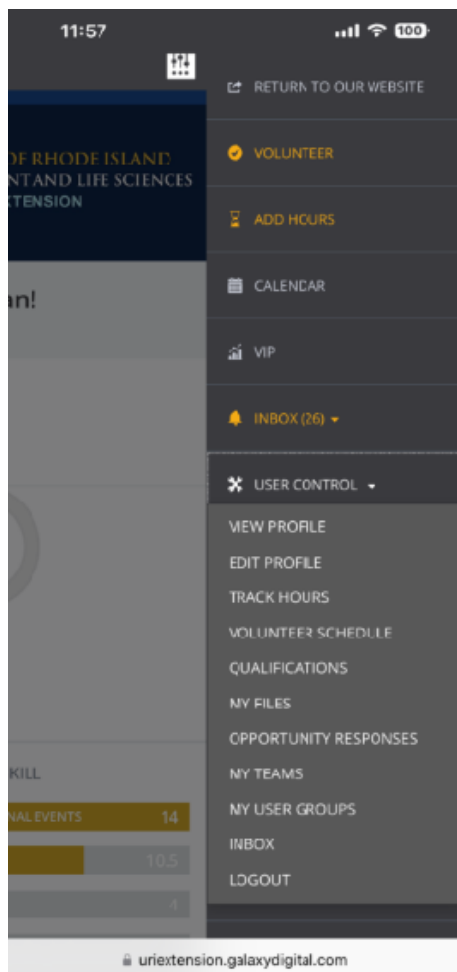
Click the link below for a video walkthrough of how to view your hours!

**https://youtu.be/BG1mjXaN8ZQ**

How Do I Update My Profile?

1. At the top of your main screen, click on the vertical bars icon. This brings up a long menu of items again and at the bottom of the list is "User Control". Click the option that says "Edit profile"

2. On this page you can control your profile settings. This includes things like uploading a profile picture, another option to reset your password, as well as contact information. Please check these to make sure they are up to date.
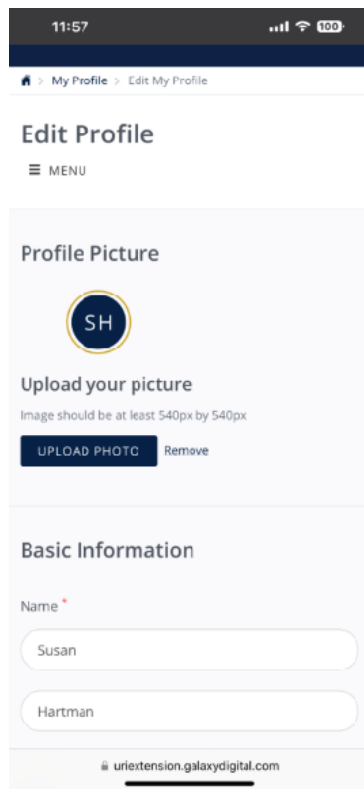
3. Under "Data and Communication Settings," select yes to make sure you will be able to receive any communication about the opportunities that you sign up for. Select no in order to not receive these updates.

For a video walkthrough of how to update your profile, click below!

https://youtu.be/ieJPp3JeUG8

What to do if you forget or need to reset your password

1. Go to https://uriextension.galaxydigital.com/user/login/

2. Click the italicized link at the bottom that says "Forgot your password?"

3. Type your password in the line that says email and click submit.

4. Check your inbox for a message from URI Cooperative Extension (no-reply@galaxydigital.com) with the subject line "Lost Password Reset."

Lost Password Reset ▶ Inbox ×

🖨

URI Cooperative Extension <no-reply@galaxydigital.com>   1:30 PM (0 minutes ago) ☆ ↩
to me ▾

Hi, Matthew!

We've received a request to reset your password at University of Rhode Island Cooperative Extension.

Click here http://uriextension.galaxydigital.com/user/passwordReset/b9785e703a0256660c69803129bcbd53/ and you'll be able to reset your password easily.

Thanks!

Your friends at University of Rhode Island Cooperative Extension

If you'd like to be removed from these messages, you can do so at your settings page.

↩ Reply   → Forward

5. Click the link to reset your password. Type and confirm your password on the next page, and click the button that says reset password.

6. Log in with your email and new password.

Click the link below for a video walkthrough of what to do if you forgot or need to reset your password!

https://youtu.be/659YZ_LZst4

Conclusion

Thank you for consulting the URI Get Connected User Help Guide!

Should you have any questions that were not covered, please send any and all inquiries via email to urigetconnectedhelp@gmail.com