How to Sign into CERVIS for the First Time:

Step 1. Navigate to the CERVIS website.  

Step 2. Click Don’t Know Password/Reset password

Step 3. Enter your email address (use the same email you used when registering for the Master Gardener Training in Ideal-Logic) and your First Name.

Step 4. Click E-mail Me My Password.

Note: If you get an error message contact Marcia McIntyre, marcia.mcintyre@oregonstate.edu to ensure your email address and name are listed correctly in CERVIS.
Step 5. Navigate to your email inbox to retrieve a temporary password.

Step 6. Copy (Ctrl+C) or write down the temporary password from your email.

Step 7. Navigate back to the CERVIS sign in.

Step 8. Type or paste (Ctrl+V) your temporary password.

Step 9. Click Sign in with E-mail.
Step 10. Create your new password.

Step 11. Click Change Password.

Step 12. A dialog box will pop-up. Click the ‘Close Message’ box.
Step 13. Click View or Update Volunteer Profile Information.

Step 14. Update your contact information (email, phone number, mailing address, and emergency contact info).
**Step 15.** Update **Volunteer Interests** and **Volunteer Skills** by checking all the boxes that apply.

**Step 16.** Click **Update Volunteer Information**.

**Step 17.** Click on blue circle in upper right.

In drop down box, **choose Sign Out**