

Colorado Volunteer Mobilizer “How to CVM”

- The first thing you will do is log into the CVM at <https://covolunteers.state.co.us>.
- You will see a “Not Registered” on the left side of the screen and on the bottom “Register Now”. Click either one of those two to begin.
- **ADD ORGANIZATIONS** –the little orange plus sign is the first step. Click on add organization, a list of all organizations comes up. Choose the general volunteers, medical professionals or public and environmental health professionals click on that name and choose the county that you live in – not work in
- The next steps in creating your account are to add your username and password and select a secret question and provide the answer. Providing the secret question and answer will assist you with resetting your password if you forget it.
- Next are the terms of service, information pledge and Authorization. Please read these and check the boxes next to each one if you agree.
- Then add your first name, last name, home address, City, State, County, Zip Code, date of birth, and gender. This information is required to conduct the background check.

Under contact method:

List the email address you would like notifications sent to, then you can choose other contact method(s). voice.

- What is your occupation? Please do not select “other”. If your occupation is not listed, please select one that is related, or one that relates to a skillset you possess. If we are looking for a specific occupation type such as administrative assistant or welder etc. we need to be able to search for those specific qualifications. Also, if you are an RN and you list your occupation as “other” DORA will not be able to verify your license. Health professional or non-health professional

Under

Non Health professionals you will select your occupation and then the current professional status.

Health professional you will select your occupation and then your current professional status (choices are licensed/certified, not licensed, students and retired).

- Click NEXT at the bottom left hand side.

You will receive an email that states you have been registered.

You will also want to click on my profile and complete any missing information to the Identity, contact, and occupation tabs.

Once you have completed your application the CVM coordinator at CDPHE will process the application and run the background check. You will receive an email after this has been completed.