

How do FAFSA Night Virtual Volunteers Work?



UHEAA Outreach staff will email you a Zoom meeting ID and meeting password before your event



If you do not have in-person volunteers, or if your in-person volunteers are busy helping other students, you can connect to a virtual volunteer using the strategy that works best for you:

RECOMMENDED WAY TO CONNECT TO VOLUNTEER

Set up one workstation for each virtual volunteer

- On a LAPTOP or TABLET, open a web browser and visit **zoom.us**
- Choose "**Join a Meeting**" (near top of page)
- When prompted, enter the **meeting ID**
- When prompted, enter the **meeting password**
- You will be placed in a **waiting room** for just a few moments. A UHEAA staff member will then admit you to the meeting and assign you to a private **Zoom Breakout Room** with the virtual volunteer. You can stay connected to this virtual volunteer from this laptop or tablet for the duration of the event.
- For security purposes, **you will only be able to turn on the microphone to interact with the volunteer.** You will not be permitted to share your video feed or screen. However, the volunteer can share their own video feed & screen to provide visual aids or instructions
- **Walk the laptop or tablet over to students as needed** so they can and ask their questions to the virtual volunteer
- If you have **more than one virtual volunteer, repeat these steps** with a new laptop or tablet for each new virtual volunteer

Thank you for your flexibility. If you have questions, please contact UHEAA Outreach:

Katie Mazzie (kmazzie@utahsbr.edu / 801-321-7245) or Dyllen Cafferty (dcafferty@utahsbr.edu / 801-366-8487)