

GBAC – Updating Profile Information/authorizing background check

1.	Log into the Volunteer Management System (VMS) using your userid and password a. Navigate to GBAC website (https://txmn.org/gbmn/), click the Report Your Hours tab at the top of the page, then click the Report Your Hours link
2.	Your Dashboard will appear. a. It has 6 icons; we only use two (Report Your Service and View Your Log Book). b. There are two links at the bottom of the page that we use (View Profile and Log Out).
3.	To update your profile, click on the “View Profile” link at the bottom of the page, below the View Your Log Book heading
4.	There are 5 pages in this section. To authorize the background check you only need to complete the first page. However, if any information is missing on the other 4 pages, the system will not allow you to submit your changes. Therefore, it’s best to go through all 5 pages to make sure your information is correct a. Page 1 – Authorize background check b. Page 2 – Personal information, address, birth date, contact information. Do not change your userid or Chapter Name. Make sure your birth date is correct! c. Page 3 – Languages, work history, references, emergency contact. You only need to enter emergency contact information (name and phone number) d. Page 4 – Voluntary disclosure of diversity data (optional) e. Page 5 – Digital Signature
5.	Navigate through the 5 pages entering required information (indicated by red asterisk). a. Review information already filled in for correctness b. Press Save button on bottom of each page if you changed anything c. Then press Continue button on the bottom of the page to advance
6.	On page 5, click the blue “Save” button, then the blue “Accept and Finish” button a. If you do not click the “Accept and Finish” button, you have not updated your information
7.	To update just your birthdate, email or address: a. On page 1, click the Continue button at the bottom of the page b. This take you to page 2; make your changes c. Press Save d. Press Continue; you are now on page 3 e. Press Continue; you are now on page 4 f. Press Save and then Accept and Finish to complete the updates g. Remember if you are missing any required information, you may need to go back to the other pages
8.	Contact the Membership Director if you have any questions or email: gbacmemberrpt@gbactmn.org