

School Gate Guardian Secretary Approval Instructions

You will receive an email via School Gate Guardian when your principal has approved an online Volunteer Application.

<https://mcsd.schoolgateguardian.com/volunteer/admin/Login>

Log In to School Gate Guardian Admin

Click Applications

Click the pencil beside applicant's name

Click Status & Clearances

Click the pencil beside the clearance

View File – make sure correct/up to date clearance is attached – note date

Enter expiration date

Check the approved box

Save Clearance

Repeat the above steps for all clearances and volunteer manual

The screenshot shows a web interface with five tabs: 'Application Info', 'Status & Clearances', 'Schools', 'Fees & Signatures', and 'Emergency Contacts'. The 'Status & Clearances' tab is active. Below the tabs, there are four fields: 'Existing Visitor ID:' with a dropdown menu containing 'Match Existing' and 'Create New'; 'Status:' with a dropdown menu showing 'Submitted'; 'Status Updated:' with a date and time '02/04/2025 06:41 F'; and 'Background Check Status:' with a dropdown menu.

Click Match Existing

If an applicant does not have an existing visitor found you will get a message that says “No existing visitor matches were found”

If an applicant does have an existing visitor match you will see “Please select an existing visitor to match to the application.”

Place a check mark beside the correct visitor

Click Confirm

Compare the information between the existing and application information.

Click the circle in front of the information you wish to save

Click Finalize Match

Once a volunteer has been matched and has been approved, any clearances marked approved will be removed from the application and saved to the volunteer.

Click Save Application

Change status to Approved

*You may choose action required if you are waiting on additional information.

*You may deny an application

Click Save Application

Application will disappear from the submitted display and will be moved to the approved display.