girl scouts
of northern california

Looking Up Volunteer Profiles
in the Volunteer Learning Portal

These instructions are for Troop Leaders or Service Unit Volunteers, looking for proof of course completion, virtual badges, in the Volunteer Learning Portal.

1. Log into the Volunteer Learning Portal (training.gsnorcal.org).

2. Click on the messages icon in the upper right-hand corner.

3. Click on "New Message."

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| Messages | New message | ✓ | ⚙ |

Click your name, then "View Profile," to see your earned virtual badges.

🏁 Dashboard
👤 View profile
⚙ Edit profile
❋ Badges
📅 Calendar
➡ Log out
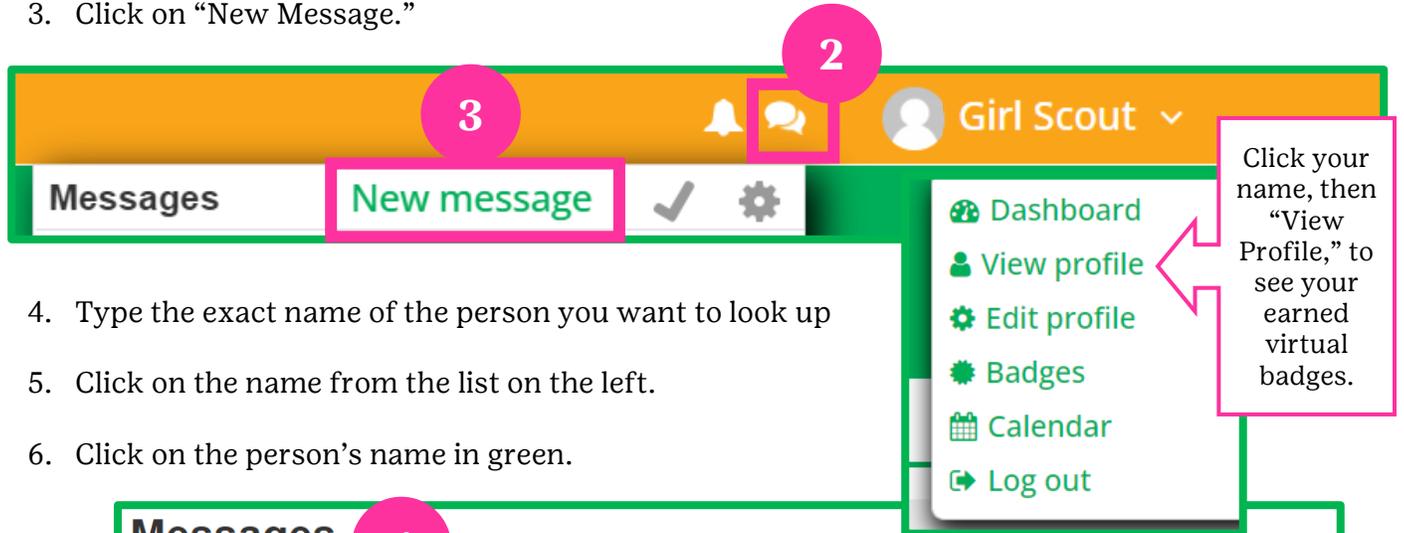
4. Type the exact name of the person you want to look up

5. Click on the name from the list on the left.

6. Click on the person's name in green.

Messages

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girl scout

6 Girl Scout

Non-contacts

Girl Scout **5**

Girl Scout Test
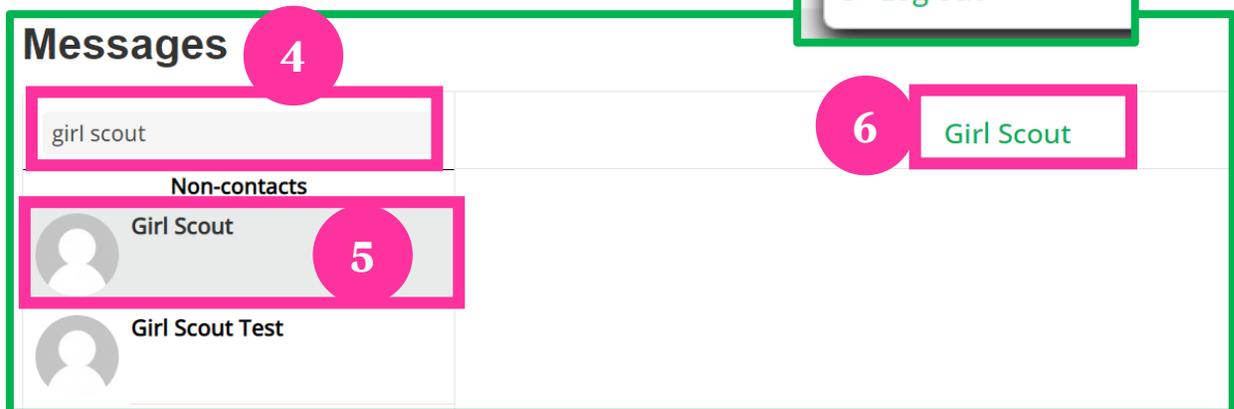
7. Click on the profile picture of the person.

8. You will land on the person's profile where you will see all the virtual badges they have earned for completing modules and courses.

Messages

girl scout

Non-contacts

Girl Scout

Girl Scout Test

Girl Scout

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Send message

Block contact

Add contact

NOTE: If you or another volunteer are missing your proof of course completion (virtual badges), email info@gsnorcal.org for assistance.