

# TIF Sign In and Sign Out

## 1. SIGN IN

- A. App - Download the free TrackItForward app for you smartphone or tablet.
- For iPhones, go to the Apple Store, search for Track It Forward and download.
  - For Android phones, go to Google Play, search for Track It Forward and download.
  - Sign in with your TIF Username and Password.
  - NOTE - The app currently can only be used for hours entry.



- B. Internet Direct - Go to [www.trackitforward.com](http://www.trackitforward.com) and look for the Sign In link in the upper right of the screen.



- C. VIA Website - Use the TrackItForward link found on the VIA website on the Volunteer Hours Entry page in the Members Area. Look for the Track It Forward tree logo.

Username = email address \_\_\_\_\_

Password = \_\_\_\_\_

## 2. SIGN OUT SIGN OUT SIGN OUT

- Always remember to Sign Out when your session is done.
- The Sign Out link is only visible from your dashboard. To return to the dashboard, select the Account link.

