Tarrant County Medical Reserve Corps
Online Profile Users Guide

Creating & Updating an Existing Volunteer Profile
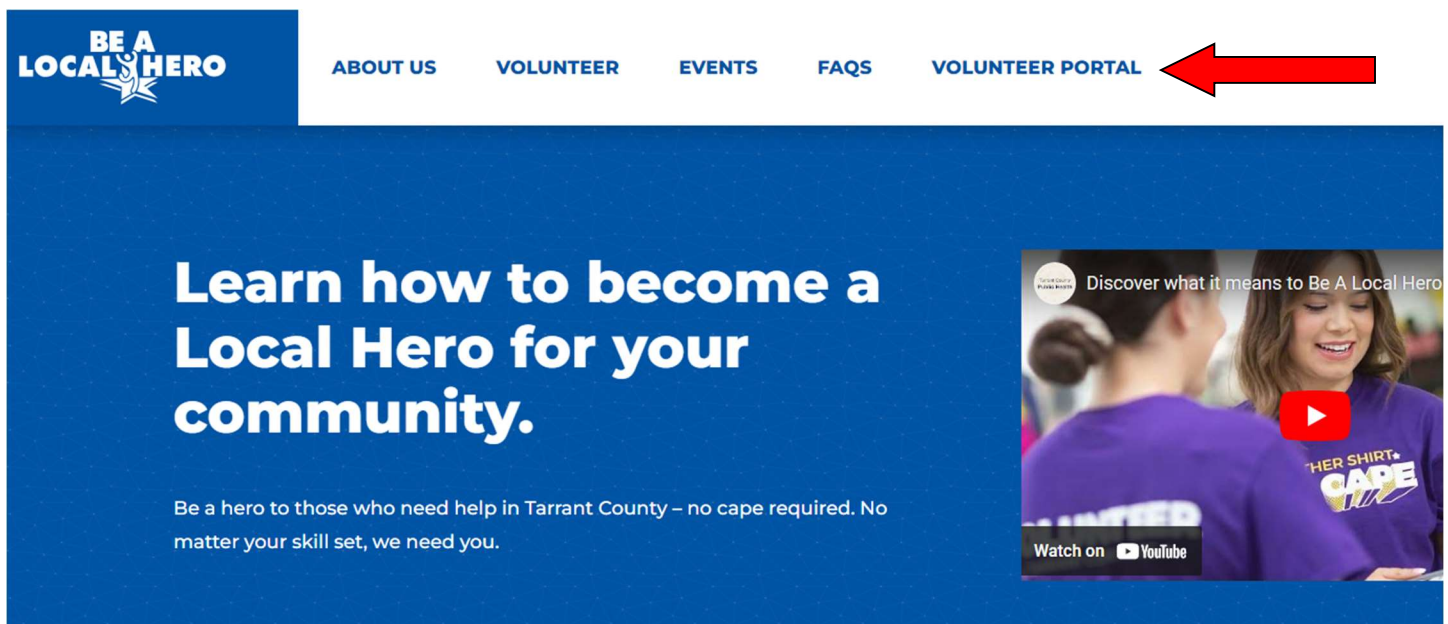
Creating a Volunteer Profile

Step 1:
- Go to www.bealocalhero.org

Step 2:
- Click on the "Volunteer Portal" link (located along the white banner on the top of the page).

- **Note:** You will know you are on the correct website if you see the "Tarrant County MRC Volunteer Portal" banner on the bottom of the page.

Step 3:
- Select "New Volunteer Registration" if you have not created an account.

Step 4:
- Scroll down to see and answer all the questions.

* indicates a required field.

Authorization

I hereby authorize Tarrant County MRC (TCMRC) and/or its Service Provider to conduct a criminal and sex offender background check. Student volunteers under the age of 18 are not required to have a background check..

The criminal history, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct as committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility to volunteer with this organization. I also understand that as long as I remain a volunteer with the TCMRC, the criminal history check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by client/agency and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I further release and discharge Tarrant County MRC and their Service Provider and all of their Subsidiaries, Affiliates, Officers, Employees, Contract Personnel, or Associates, from any and all claims and liability arising out of any request for information or records pursuant to this authorization, procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

I acknowledge that I have voluntarily provided the above information for volunteer purposes, and I have carefully read and understand this authorization.
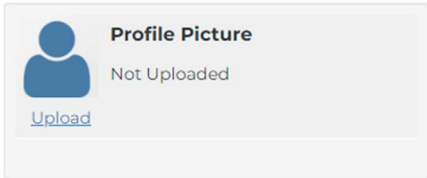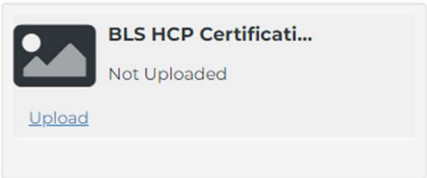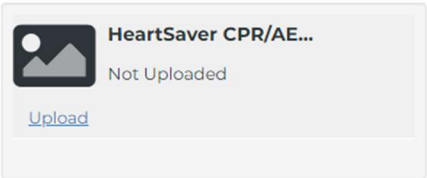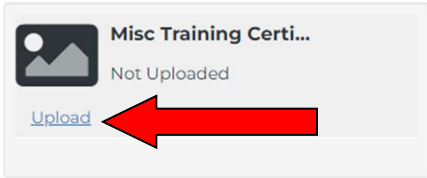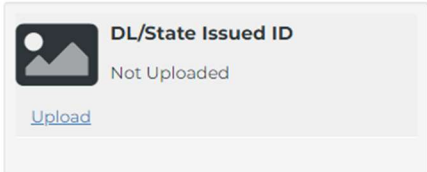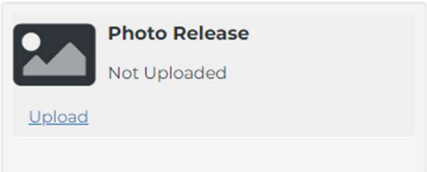
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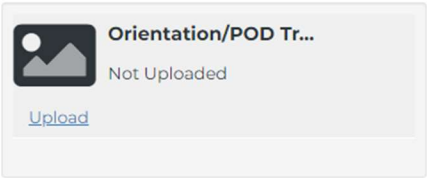
◉ Yes   ○ No

- **Note:** To create an account, you must click "I Accept" after reading the Background Check Authorization and Liability Waiver.
    - You **must** accept both policies to proceed with registration. Individuals who do not authorize the background check or accept the liability waiver are not eligible for participation in the Tarrant County MRC.

Step 5:

- Upload Attachments (optional)
  - Attachments must be doc, docx, jpg, jpeg, png, gif, otf, or pdf format and less than 3mb.
  - Select the attachment type from the Attachment list (e.g. select IS-700 to upload an IS-700 certificate, etc.) chose the file, and then select upload file. If you do not see the item that you are wanting to upload, you can upload it under "Misc. training Certificates."
    - Note: If you are unsure how to upload an attachment, you can email the documents to the MRC staff at mrc@tarrantcountytx.gov and they will upload them to your profile. Only documents listed in the Attachment Type list will be uploaded.

Step 6:

- Click "submit" to finish creating your profile.

Resetting a Forgotten Password or Username

Step 1:
- If you forget your username or password, you will receive the following error message:

Step 2:
- To recover your account, select "Forgot Password or Username."

Step 3:

- Enter your information and select if you are wishing to recover your username or reset your password.

Reset Password

① — 2 — 3

Complete the fields below.

* First Name

* Last Name

* Postal Code (Zip Code)

* Date of Birth

☐ Recover my username

☐ Reset my password

Next

Return to Login

Step 4:

- Select the email that matches your account.

Reset Password

① — ② — 3

We found a record matching the provided data.

Click on your email:

h**********y@g***l.com

- Note: If your email address has changed and you **no longer have access to** the email used to create your profile, you will need to contact the MRC office at mrc@tarrantcountytx.gov or 817-321-5319 to have your credentials reset.

Step 5:
- Type in your full email address that is registered to your account and select "Send Email".

Reset Password

1 — 2 — 3

Verify email matching:
h***********y@g***l.com

Type the full email in the provide space below.

Send Email

Select Different Email

Step 6:
- An email will be sent with further instructions and a link to reset your password or username.

Reset Password

An email has been sent to your associated email account providing further instruction.

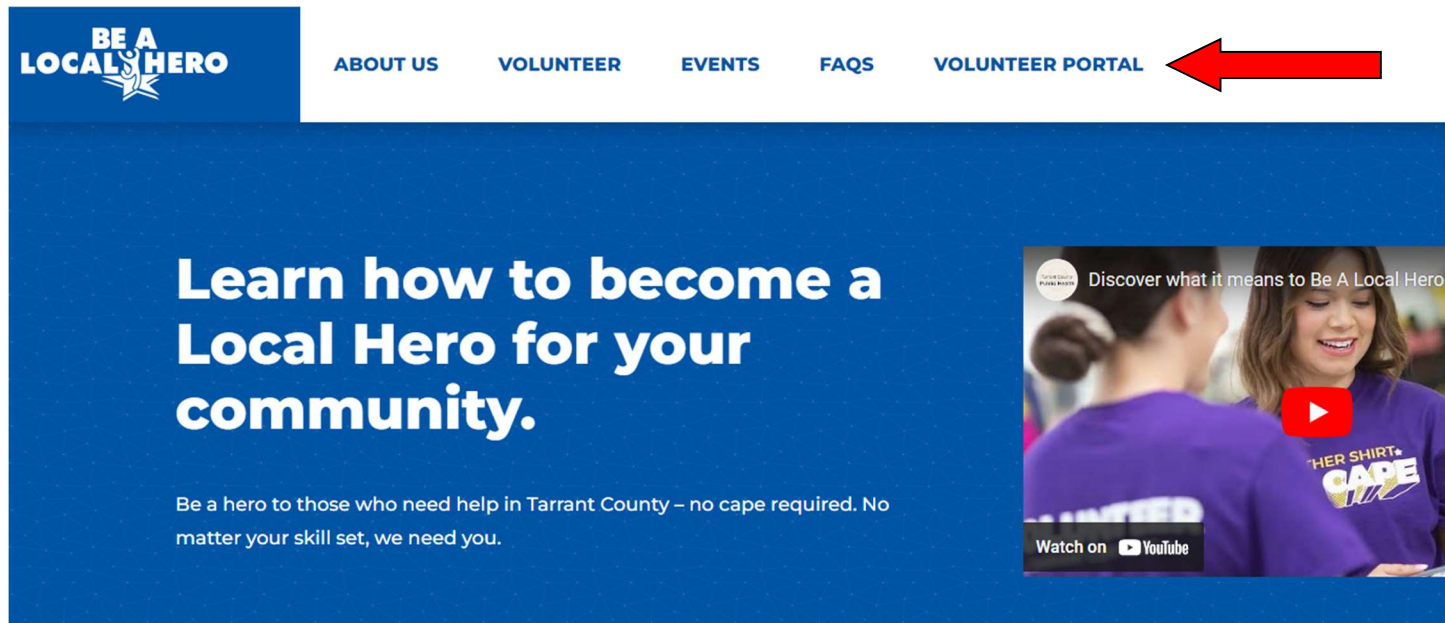If you experience a problem resetting your password, please email Volunteer Administration for assistance.

Updating an Existing Volunteer Profile

Step 1:
- Go to www.bealocalhero.org

Step 2:
- Click on the "Volunteer Portal" link (located along the white banner on the top of the page).

Step 3:

- Select "Login" to update an existing profile.

Step 4:

- Enter User ID and password and select "Volunteer Login".

Login or Register

Volunteer User ID

Password

Volunteer Login

Forgot Password or Username?

Step 5:

- Select "Edit profile"
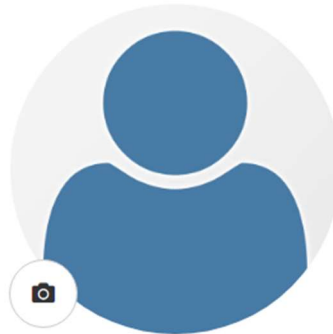
Report Hours

Edit Profile
My Attachments

FCRA Summary of Rights

Step 6:
- Scroll down to see and change any profile questions.
  - Note: You cannot change the Background Check Authorization or the Liability Waiver. Individuals who do not authorize the background check or accept the liability waiver are not eligible for participation in the Tarrant County MRC.

Personal Information

✔ First Name

Middle Name or Initial

✔ Last Name

✔ Gender

○ Male   ○ Female

✔ Date of Birth

Contact Information
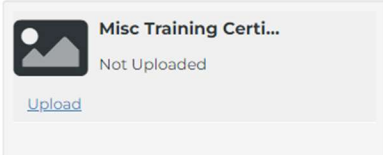
✔ Home Address 1

Home Address 2

✔ City

✔ State

✔ Zip Code

Country

United States
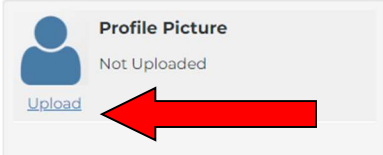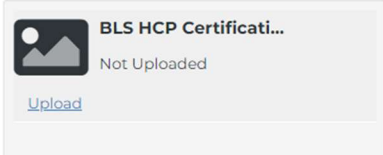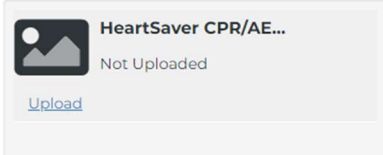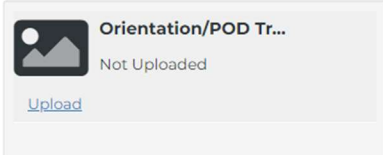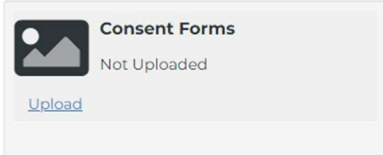
✔ Email Address

✔ Cell Phone

(   )   -   ext. _____
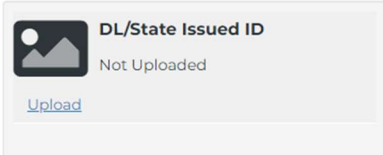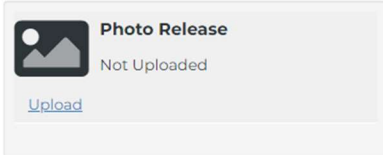
Are you a current HOSA student?

○ Yes   ○ No

Step 7:
- Upload Attachments (optional)
  - ○ Attachments must be doc, docx, jpg, jpeg, png, gif, otf, or pdf format and less than 3mb.
  - ○ Select the attachment type from the Attachment list (e.g. select IS-700 to upload an IS-700 certificate, etc.) chose the file, and then select upload file.
    - ▪ Note: If you are unsure how to upload an attachment, you can email the documents to the MRC staff at mrc@tarrantcountytx.gov and they will upload them to your profile. Only documents listed in the Attachment Type list will be uploaded.

Step 8:
- Click "save" to finish updating your profile.