

Volunteer Connection: Tip Sheet for Employees and Volunteers with Active Directory Accounts (firstname.lastname@redcross.org) Linking Exchange Profiles

As an Employee or General Volunteer with an Active Directory account (firstname.lastname@redcross.org) and existing access to The Exchange, you already have a profile on The Exchange. If you are on a chapter network or logged into VPN when you access The Exchange through Volunteer Connection, The Exchange will recognize your firstname.lastname@redcross.org credentials and grant you access, as it normally would when you are on-network.

If you are **not** on a chapter network or logged into VPN, when you connect to The Exchange through Volunteer Connection the first time, you will be creating an additional Exchange profile. The Exchange will not know that you already have an Exchange profile. In order to view your Tools and any Subscriptions you may already have when connecting to The Exchange through Volunteer Connection, you need to link your two Exchange profiles.


To link your two Exchange profiles, first make sure that you are **not** on a chapter network or logged into VPN and then start a new web browser session. Open the web browser and connect to The Exchange through Volunteer Connection. Log into Volunteer Connection at: <https://volunteerconnection.redcross.org/>. Click **Connect to The Exchange** in the top right corner.



You are now logged into The Exchange. To link your accounts, click **Tools** and then click the link provided in the gray area.

If you usually log-in to The Exchange using `firstname.lastname@redcross.org` you now have two different profiles that need to be linked. Please link them [here](#).

Hello Sam! **Tools** My Preferences | National Sector

 **American Red Cross** **The Exchange**

Enter your Active Directory credentials in the window that appears then click Link.

Link Your Account ✕

Enter your `firstname.lastname@redcross.org` username and password below.

Note:
If you are an employee, you will still be required to enter your `firstname.lastname@redcross.org` credentials every time you access The Exchange.

Username:	<input type="text"/>
Password:	<input type="password"/>

Link

After linking your two accounts, you will now just have one profile in The Exchange. Moving forward, when you connect to The Exchange through Volunteer Connection, you will need to enter your Active Directory credentials, unless you are on a chapter network or VPN. If you are on a chapter network or VPN using your Active Directory account credentials, you will not be required to enter them again at The Exchange site.