



We are Honored to have You as a Volunteer!
Please take time TODAY to Record your Hours!

1. Go to www.pcsb.org and click on *PCS Focus/Portal* icon on the Home Page.
2. Sign onto Portal with your **Volunteer User Name** **v.lastname, first initial.** ALL Lower Case
(Example: William Smith would be v.smithw)
3. Enter your new **Volunteer Password:**
Your last name (first letter capitalized) immediately followed by your birth year.
(Example: Smith1955)
4. The FOCUS Box will display "Welcome, your name!"
5. Click on "portal" in that box.
6. Click on the **Volunteer Icon** in top left corner. A drop down to **Add Hours** will appear.
7. Fill in all the information and remember to click **ENTER THESE HOURS**

Not sure what your password is? Email Tina Ward at wardma@pcsb.org or call the school. I will walk you through it. Do not attempt to sign in more than 3 times or it will lock you out of the volunteer system. You can call Tina Ward and she will help to get sign in issues resolved.

If you have any questions or concerns, please contact Tina Ward, Family and Community Liaison, 298-1620 ext.2105 or wardma@pcsb.org.

