How to Enter Volunteer Hours and Re-activate in Focus:

Focus Volunteer System
Using the computer at the school, click on the Focus icon on the desktop, or if signing on from your home computer use Firefox as your browser and go to focus.pcsb.org and there you will sign into focus using the following method:
1. v. + last name + first initial ** However, if you have a common name you may need to use the first 2 or 3 letters of your first name
    User Name example: v.smithw or v.smithwi
2. The password is your last name (the first letter capitalized) immediately followed by your birth year.
    Password example: Smith1975

Returning volunteers need to Re-Activate:
At the beginning of each school year, you will need to re-activate by clicking on
the **Volunteer** icon at the top of the screen. A drop-down menu will appear, click on Add Hours, then answer the questions provided and clicking on the "I Agree" button at the bottom of the screen. Then you may proceed to Add Hours.

Newly Registered Volunteers and Re-activated Voluneers need to Log Volunteer Hours during the school year:
Once logged in, you may add volunteer hours to your account by clicking on
the **Volunteer** icon at the top of the screen. A drop-down menu will appear, click on **Add Hours** then enter the following information:
*   **Date**: The date will default to today's date. Change the date if the hours are for another day.
*   **School**: If you volunteer at more than one school there will be a drop-down selection. Select the school where you volunteered.
*   **Hours**: Select the hours worked
*   **Description**: Choose the activity or if a Tutor click on the subject
*   **Location:** Cafeteria, Library, Classroom, Office, Home, etc.

These 2 boxes are for mentors and tutors ONLY:
*   **Students:** choose student you worked with if a "tutor or mentor". If you worked with a group of students choose "all students"
*   **Comments Box**: Add any information that is important such as materials covered, or subjects discussed.

Then click **Enter Hours** to save, then **logout** at the bottom of the screen.

If you have any questions, please contact the Family & Community Liaison / Volunteer Coordinator:

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Thank you for volunteering!

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