Add Volunteer Hours

STEP 1   Login to Focus/SIS web address: https://focus.pcsb.org

STEP 2   Sign on to FOCUS SIS using your **v.account** (v. last name first initial – all lowercase. Or, last name, second initial or third initial or fourth initial if more than one of same name.*)*

> ### Username Example: <u>v.</u>smithd

Your password is your last name (first letter capitalized) immediately followed by your 4-digit birth year.

> ### Password Example: <u>S</u>mith1975

STEP 3   Click on "Volunteer" (upper left hand button)

STEP 4   Click "Add Hours" (will be in the drop box)

Add Hours by clicking in the following categories.
- Volunteer Date
- School (there will be a drop box if associated with multiple schools)
- Volunteer Hours (drop box)
- Volunteer Description (drop box)
- Students (only for mentors and tutors if associated)
- Location
- Comments – Detail what you did and for who

STEP 5   Click "Enter these Hours" under the "Location Tab"

STEP 6   LOG OUT in bottom right hand corner

To Re-Activate Volunteer Profile

STEP 7   Follow Steps 1 through 4

STEP 8   Answer the questions to activate for the new school year.