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: v.smithd

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

   Password Example: _Smith1975

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.