Pinellas County Schools Volunteer System
October 2023
Quick Guide to logging volunteer hours

STEP 1   Using any modern browser, login into the system: **http://volunteer.pcsb.org**

STEP 2   Sign on to the Volunteer System using your v.account
GENERAL FORMULA FOR CREDENTIALS
Username: (v. last name first initial – all lowercase)
Username: *Example:* v.smithd
Password: Last Name (first letter capitalized) immediately followed by 4-digit birth year.
Password: *Example*: Smith1975
Click Submit
(If having trouble logging in, contact the school Family & Community Liaison
or College & Career Coordinator)

STEP 3   **Click** on **Log Hours Here** to enter Volunteer Hours (left side)

STEP 4   **Logging Mentor/Tutor Hours**
This field is only for volunteers who are mentoring or tutoring.

2017-2018 Instructional: Mentor/Tutor Hours Entry

Date	Hours	Description	Student	School	Today we…	Topic	It was positive	Comments
08/15/201								
09/15/201	01.0 hr	Mentor - Take St…	Mckinney, …	3191 - P…	Had a discussion	Career	Yes	

Enter Hours: Date: Date of volunteer activity. **Hours:** Amount of time spent. **Description:** Lists mentor or tutor program. (Scroll down for all options). **Today we…:** *Required if a Mentor description is chosen.* **Topic:** *Required.* Select the topic they covered. **It was positive:** *Required.* Documents whether the activity was positive or not. **Comments:** Allows for any comment.

Important to Save Hours - Once you have all the hours' information filled out, press **Return (enter)** to save that row. The line will move down in the table, clearing out the top row for a new entry. Then Press SAVE.

STEP 5   **Support Services**
1.   To submit support services hours, input your hours in the logging field (as shown below)

2015-2016 Support Services Hours Entry

Date	Hours	Description	School	Comments
05/09/2016	2	Field Trip Chaperone	1081 - Dunedin High School	comment test

Date: Date of volunteer activity. **Hours:** Amount of time spent volunteering. **Description:** Description of activity completed (scroll for all options). **School:** Select the school. **Comments:** Allows for any comment.

Important to Save Hours - Press **Return (enter)** to save that row. The line will move down in the table, clearing out the top row for a new entry. Then Press **SAVE**.

Pinellas County Schools Volunteer System
Quick Guide to updating your profile information

STEP 1   Using any modern browser login into: **http://volunteer.pcsb.org**

STEP 2   Sign on to the Volunteer System using your v.account

GENERAL FORMULA FOR CREDENTIALS

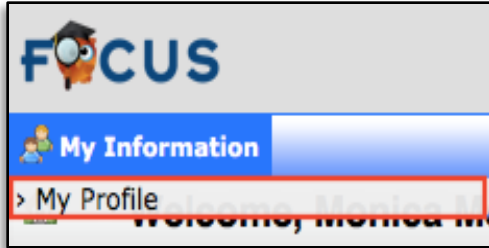Username: (v. last name first initial – all lowercase)
Username: *Example:* v.smithd
Password: Last Name (first letter capitalized) immediately followed by 4-digit birth year.
Password: *Example*: Smith1975
Click Submit

(if having trouble logging in, contact the school Family & Community Liaison or College & Career Coordinator)

Click on My Information

Click on My Profile

My profile will open a new page.

General Information: Click on your name at the top to display your first name, last name, username, and e-mail. Click your name once more to make the information disappear.

1. **Profile Categories:** Each tab serves as a different category within the Volunteers profile.
    a. **Personal:** Contains information such as date of birth, gender, address, emergency contact, etc.
    b. **Volunteer Activity:** Displays volunteer status, information, and allows for volunteers to select availability time and school preferences.
    c. **Volunteer Hours:** Allows volunteers to enter and track their hours.

Profile Tabs on the left of the screen: **Personal, Volunteer Activity and Volunteer Hours**

My Profile allows for volunteers to view and change/add some of your personal information, volunteer activities and enter hours within the volunteer system. You can edit fields (some are restricted) and change information such as: contact information, address change, volunteer activity, dates available etc…

1. To edit/change a field on your profile, simply click within the field and make the desired change. The field that you made edits to will highlight blue (as shown below).

727-777-7777
*Home Phone

727-777-4444
*Home Phone

2. Once you have made a change, click out of the field (press Tab) and you will notice the Save button turns red. Press **Save** to ensure all your changes are saved before moving to another page.

Please don't forget to log your hours. Every hour counts.

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