**Volunteer System in Focus**

**To Reactivate Your Volunteer Profile**

**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)

Username Example: **v.**smithd **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Password Last Name (***first letter capitalized***) immediately followed by 4-digit birth year.

Password Example **S**mith**1975 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STEP 3** Click on “Volunteer” (upper right 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** Answer the questions to activate for the new school year.

**STEP 6** **LOG OUT** in bottom right hand corner