

## Returning Volunteers

Please remember that all returning volunteers must *reactivate* themselves in the volunteer system at the beginning of each school year in order to volunteer at school, go on field trips and enter volunteer hours. You can do this from home on your own computer or by stopping in the office and using the volunteer computer, please follow these simple steps:

- At school, click on the Focus icon on the desktop. At home, using Firefox as your web-browser, go to <https://portal.pcsb.org/focus>
- Sign in using your v.account (last name, first initial-unless otherwise specified last year, all lower case) example: v.smithw
- The password is your last name (the first letter capitalized) immediately followed by your four digit birth year. example: Smith1975
- Click on the "Volunteer Info" icon in the upper left corner
- Click on "Add Hours"
- Update your account by answering the questions provided and then click on "Continue" to add your hours. Please be as specific as possible (Student drop down applies to mentors and tutors only)
- When you are finished, click on "logout" in bottom right hand corner.

You will only need to answer the "questions" once to re-activate yourself at the beginning of each school year. Please continue to enter your volunteer hours by following the other steps listed throughout the year.