

Activate for the new school year / Add volunteer hours

STEP 1 Login to Focus/SIS web address using FIREFOX BROWSER: <https://portal.pcsb.org>

STEP 2 Sign on to FOCUS SIS using your **v.account** (v. last name first initial – all lowercase)

Username Example: v.smithd (common names may have to use more initials)

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

Password Example: Smith1975

***** SAVE your volunteer username and password in your cell phone for easy reference *****

STEP 3 Click on “Volunteer” (upper left hand corner)

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

Answer the questions and click “I agree”

To ADD your volunteer hours, repeat steps 1-4 (no questions) and update the categories:

- Volunteer Date (drop box - you can back date if you forgot to add something)
- School (drop box if associated with multiple schools – please choose correct school)
- Volunteer Hours (drop box - 30 minute increments down to multiple digits)
- Volunteer Description (drop box - classroom assistant, PTA, media center)
- Students (drop box - only for mentors and tutors)
- Location – (drop box - classroom assistant, home)
- Comments – Be specific for whom and what you did – helps you remember later

STEP 5 Click “Enter these Hours” under the “Location Tab”

STEP 6 LOG OUT in bottom right hand corner

It is important to log your volunteer hours for the following reasons:

1. It shows our volunteers’ impact on students and schools.
2. The District Reports to the School Board and the Superintendent twice a year on volunteer/family engagement and its impact.
3. The Districts reports at the end of every school year to the Department of Education to show volunteer/community and family engagement in our District and its impact.
4. The data is compared throughout the state and the country. It shows the power of volunteerism and the trends of how it impacts student achievement, behavior and attendance.

Email pyhelt@pcsb.org if you have any problems or questions. Thank you for all your help!