**Volunteer System in Focus**

**To “Add Hours”**

**STEP 1** Login to Focus/SIS web address: <https://focus.pcsb.org/focus>

**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 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**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 your volunteer profile**

**STEP 7** Follow Steps 1 through 4

**STEP 8** Answer the questions to activate for the new school year.

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