

Signing into the District Focus/Portal Volunteer System PHUHS ACTIVE/Approved Volunteers 2018-19



To log all of your volunteer hours please visit <https://www.pcsb.org/Page/459>

1. Using the computer at school, click on the "Volunteer Hours" icon on the desktop.
2. If signing on at home, go to <https://www.pcsb.org/Page/459> and sign in at Pinellas Volunteer System using the Chrome browser.
3. Sign in your V. account by using your username:

Your username is: **V.LAST NAME** followed by **FIRST INITIAL** of first name

Example: Wendy Smith, username is: V.SMITHW

4. Your password is: **Last name** (Capitalize the first letter only) **followed by the 4-digit YEAR of birth**

Example: Wendy Smith born in 1979, password is: Smith1979

If you need assistance, please contact Jayne Marino at PHUHS via email marinojay@pcsb.org

5. Press Log-In
6. Click on "[Click here](#) to enter volunteer hours"
7. Update your volunteer information or add hours if needed. (Change of address, email, phone, etc.)

To add hours, once you are logged in:

- Choose the category for your hours: *mentor/tutor* or *support services*
 - Enter the date
 - Hours
 - Description
 - School
- Click on the **RED** "SAVE" box in the upper right corner

New Volunteers must submit a Volunteer Registration Form (PCS form 2-2948-A) with a copy of a photo ID. Volunteer registrations are processed in the order they are received. Please allow 2 weeks for background screening to be completed. Thank you.

New volunteers must refrain from volunteering until cleared for duty: ACTIVE/Approved Level 1 status from our District office.*

***Only ACTIVE/Approved volunteers may participate in any event or activity.**