Signing into the District Focus/Portal Volunteer System
PHUHS ACTIVE/Approved Volunteers 2019/20

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.**