Volunteer System in Focus

To “Add Hours”

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

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

    Username Example: v.smithd  ________________________________

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

    Password Example Smith1975  ________________________________

STEP 3  Click on “Volunteer” (upper right 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.