

Pinellas County Schools Volunteer System

April 2024

Quick Guide to logging volunteer hours

STEP 1 Using any modern browser, login in to the system: <https://focus.pcsb.org/volunteer>

STEP 2 Sign on to the Volunteer System using your v.account

Username Formula: (v. last name first initial – all lowercase) **Username:** Example: v.smithd

This is the general formula for your username- to confirm your actual username, please contact the Family & Community Liaison (Elem or Middle) or the College & Career Coordinator (High) at your school <https://www.pcsb.org/Page/23771>

Password: Last Name (first letter capitalized) immediately followed by 4-digit birth year. Example: Smith1975

Click Submit

STEP 3 Click on **Log Hours Here** to enter Volunteer Hours (left side)

STEP 4 Logging Mentor/Tutor Hours

This field is only for volunteers who are mentoring or tutoring.

2017-2018 Instructional: Mentor/Tutor Hours Entry

< Prev Page: 1 / 2 Next > Export:   Filters: OFF

Date	Hours	Description	Student	School	Today we...	Topic	It was positive	Comments
08/15/201								
09/15/201	01.0 hr	Mentor - Take St...	Mckinney, ...	3191 - P...	Had a discussion	Career	Yes	

Enter Hours: **Date:** Date of volunteer activity. **Hours:** Amount of time spent. **Description:** Lists mentor or tutor program. (Scroll down for all options). **Today we...:** Required if a Mentor description is chosen. **Topic:** Required. Select the topic they covered. **It was positive:** Required. Documents whether the activity was positive or not. **Comments:** Allows for any comment.

Important to Save Hours - Once you have all the hours' information filled out, press **Return (enter)** to save that row. The line will move down in the table, clearing out the top row for a new entry. Then Press **SAVE**.

STEP 5 Support Services

1. To submit support services hours, input your hours in the logging field (as shown below)

2015-2016 Support Services Hours Entry

Export:   Filters: OFF

Date	Hours	Description	School	Comments
05/09/2016	2	Field Trip Chaperone	1081 - Dunedin High School	comment test

Date: Date of volunteer activity. **Hours:** Amount of time spent volunteering. **Description:** Description of activity completed (scroll for all options). **School:** Select the school. **Comments:** Allows for any comment.

Important to Save Hours - Press **Return (enter)** to save that row. The line will move down in the table, clearing out the top row for a new entry. Then Press **SAVE**.



Office of Strategic Partnerships, 301 Fourth Street, SW, Largo, FL 33779 - Tel: 727-588-6405

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Quick Guide to updating your profile information

STEP 1 Using any modern browser login into: <https://focus.pcsb.org/volunteer>

STEP 2 Sign on to the Volunteer System using your v.account

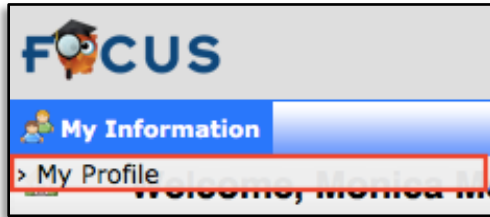
Username: (v. last name first initial – all lowercase)

Username: *Example:* v.smithd

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

Password: *Example:* Smith1975

Click Submit



Click on My Information

Click on My Profile

My profile will open a new page.

General Information: Click on your name at the top to display your first name, last name, username, and e-mail. Click your name once more to make the information disappear.

1. **Profile Categories:** Each tab serves as a different category within the Volunteers profile.
 - a. **Personal:** Contains information such as date of birth, gender, address, emergency contact, etc.
 - b. **Volunteer Activity:** Displays volunteer status, information, and allows for volunteers to select availability time and school preferences.
 - c. **Volunteer Hours:** Allows volunteers to enter and track their hours.

Profile Tabs on the left of the screen: **Personal, Volunteer Activity and Volunteer Hours**

My Profile allows for volunteers to view and change/add some of your personal information, volunteer activities and enter hours within the volunteer system. You can edit fields (some are restricted) and change information such as: contact information, address change, volunteer activity, dates available etc...

1. To edit/change a field on your profile, simply click within the field and make the desired change. The field that you made edits to will highlight blue (as shown below).

* Home Phone
* Home Phone

2. Once you have made a change, click out of the field (press Tab) and you will notice the Save button turns red. Press **Save** to ensure all your changes are saved before moving to another page.

Please don't forget to log your hours. Every hour counts.



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