

## 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.