Pinellas County Schools Volunteer System

Quick Guide to logging volunteer hours

STEP 1 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.

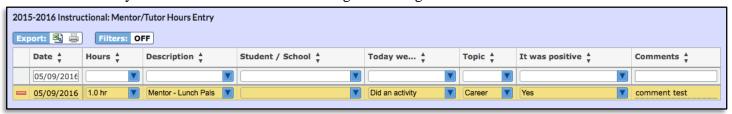
Password: Example: Smith1975

Click Submit

STEP 3 Click on <u>Here</u> to enter Volunteer Hours (top right)

STEP 4 Logging Mentor/Tutor Hours

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

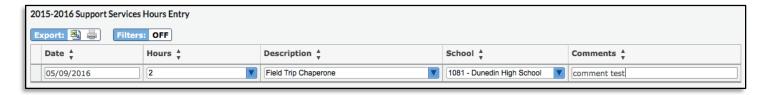


Enter Hours: Date: Date of volunteer activity. **Hours:** Amount of time spent. **Description:** Lists mentor or tutor program. (Scroll down for all options). **Today we...:** *Required if a Mentor description is chosen.* **Topic:** *Required.* Select the topic they covered. **It was positive:** *Required.* 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)



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**.



Pinellas County Schools Volunteer System

Quick Guide to updating your profile information

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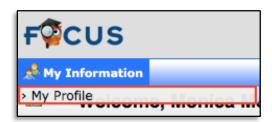
Username: (v. last name first initial – all lowercase)

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 volunteer's 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).



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 of your changes are saved before moving to another page.

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



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