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 **S**mith**1975**   _____

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.