

**VOLUNTEERS DON'T FORGET** →



# LOG YOUR HOURS

## **1** LOG INTO YOUR VOLUNTEER PROFILE

Sign in to the Volunteer System using your v.account  
<https://focus.pcsb.org/volunteer/>

## **2** CLICK ON *LOG HOURS HERE*

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

## **3** LOGGING SUPPORT SERVICE HOURS

Select the date > Enter hours > Description > School > Comments

## **4** 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.

**“ LIVE YOUR PURPOSE**

**For assistance contact:**



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