

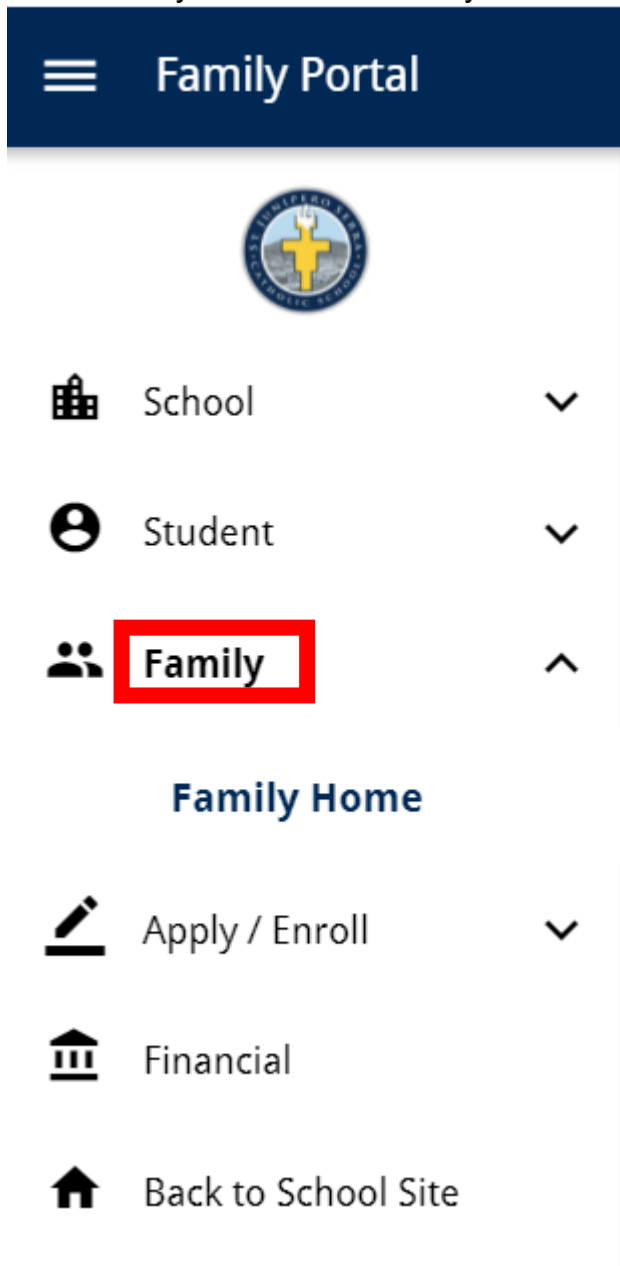
## Recording Parent Volunteer Service Hours

Please follow the steps below to log any completed hours from April 1, 2021 to present.

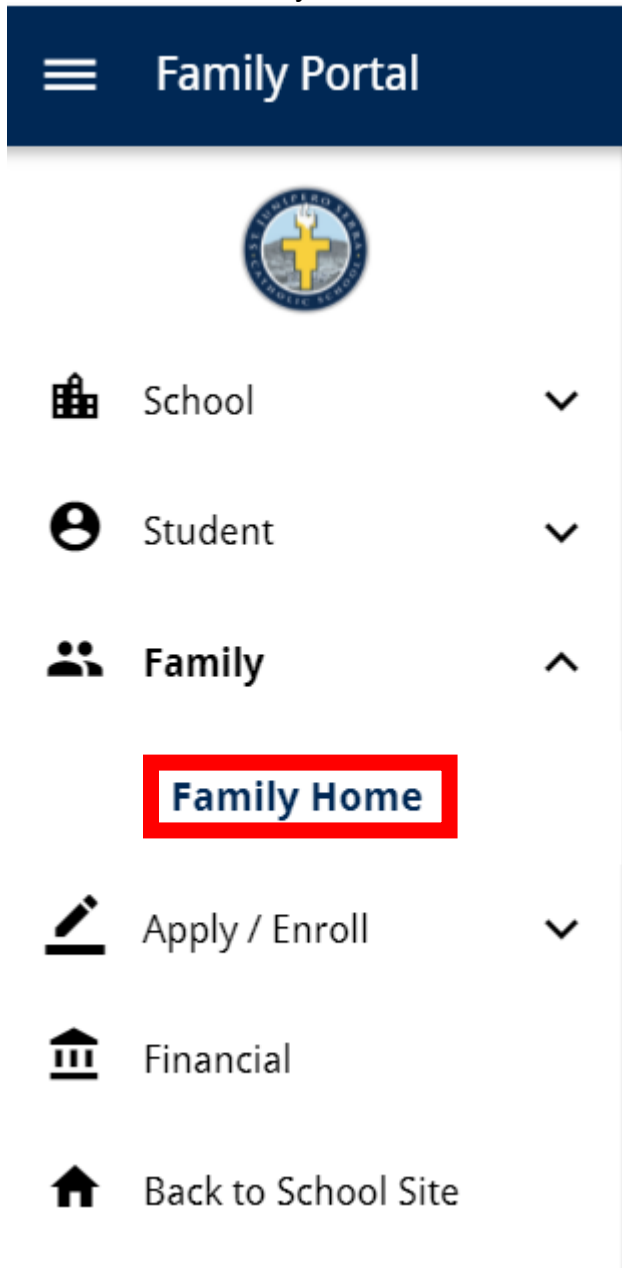
Please note: Any category stating "Input-SJSC Staff Only" needs to be completed by a St. Serra staff member.

### To log your completed service hours:













1. Log into your FACTS account.
2. Click "Family" on the left side of your screen(*screenshot*)



3. Then click on "Family Home"



The screenshot shows a dark blue header with a white hamburger menu icon on the left and the text "Family Portal" in white. Below the header is a circular logo for St. Joseph Catholic School, featuring a yellow cross and a figure. The main navigation menu consists of several items, each with an icon, a text label, and a chevron icon. The "Family Home" item is highlighted with a red rectangular border. The items are: "School" (school building icon, downward chevron), "Student" (person icon, downward chevron), "Family" (two people icon, upward chevron), "Family Home" (text label, no chevron), "Apply / Enroll" (pencil icon, downward chevron), "Financial" (bank icon, no chevron), and "Back to School Site" (house icon, no chevron).

-  **Family Portal**
- 
-  School 
-  Student 
-  Family 
- Family Home**
-  Apply / Enroll 
-  Financial
-  Back to School Site

4. Select the family member from the drop down box in the center who completed the service hours

Family Portal | Diocese of Orange 2020-2021

Family Members

Father Serra (Father)

Contact Info		Service Hours		
Name	Address	Date	Description	Hours
Father Serra (Father)	23652 Antonio Parkway Rancho Santa Margarita, CA 92688	3/18/2019	Harvest Festival	100.0
		3/15/2021	test 1	10.0
		3/15/2021	test 2	5.0
		3/15/2021	test 3	20.0
		3/18/2021	Anchor Ball	1.3
		3/18/2021	Harvest Festival	9.0
<b>Total:</b>				145.3

5. Click on the "+" on the right side of the screen to add your completed service hours

Family Portal | Diocese of Orange 2020-2021

Family Members

Father Serra (Father)

Contact Info		Service Hours		
Name	Address	Date	Description	Hours
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		3/15/2021	test 1	10.0
		3/15/2021	test 2	5.0
		3/15/2021	test 3	20.0
		3/18/2021	Anchor Ball	1.3
		3/18/2021	Harvest Festival	9.0
<b>Total:</b>				145.3

6. Save your entry