

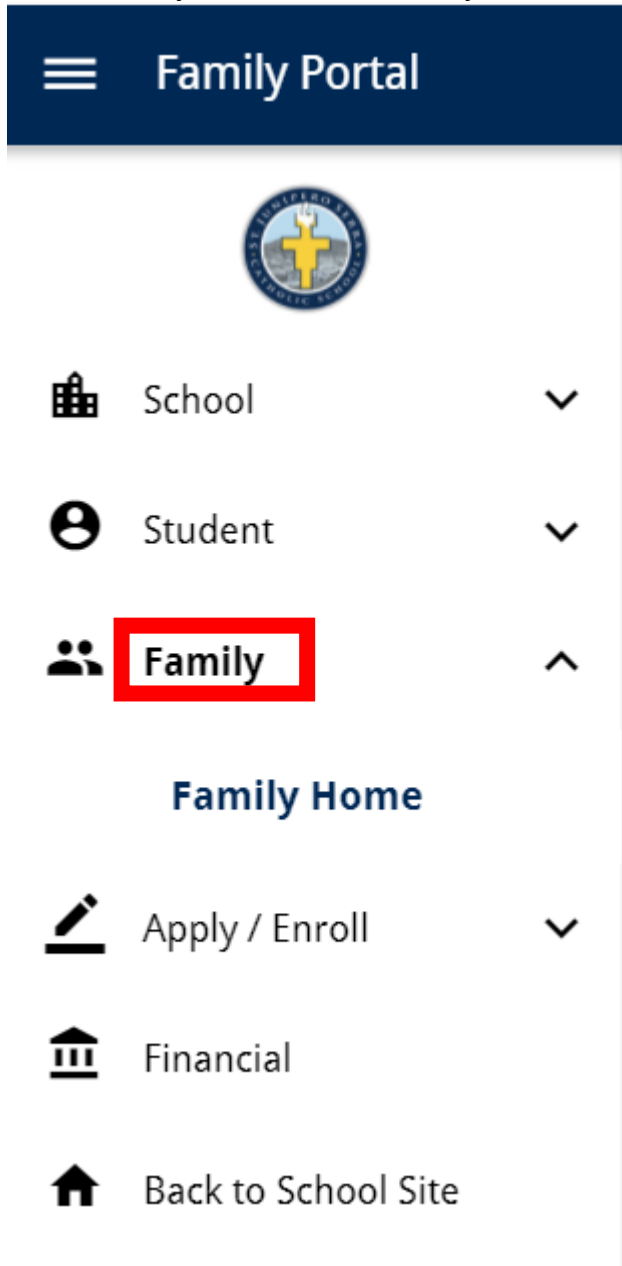
Recording Parent Volunteer Service Hours

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

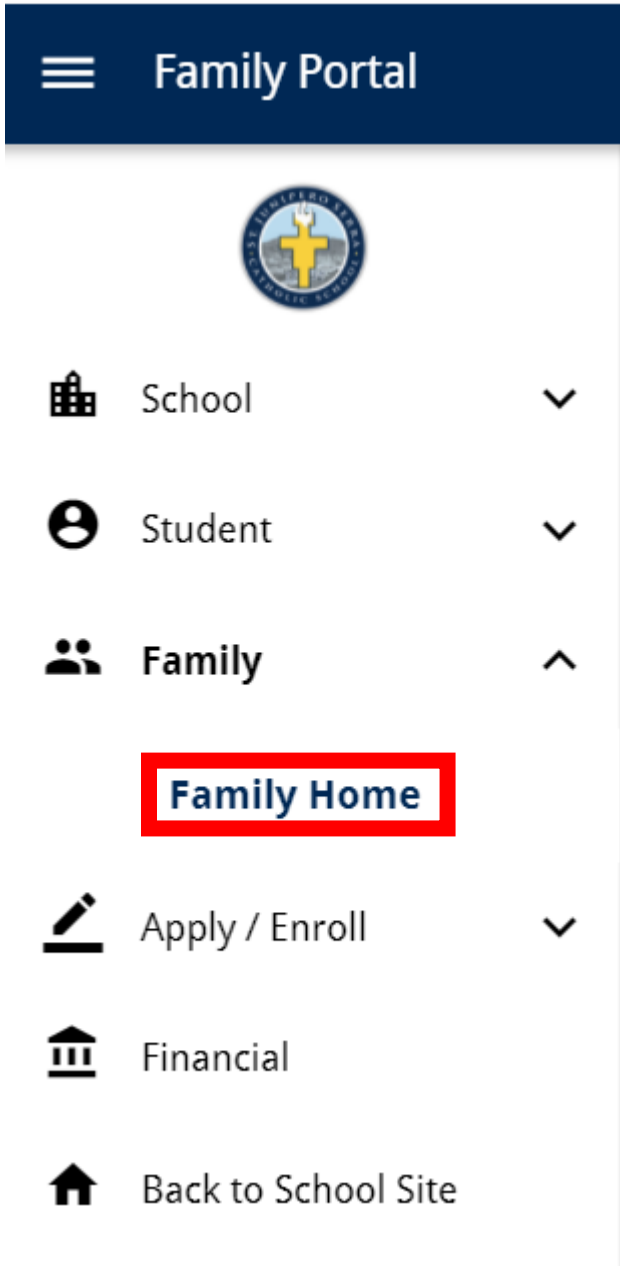
Please note: Any category stating "Input-SJSC Staff Only" needs to be completed by a St. Serra staff member.

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

The screenshot shows the Family Portal interface. On the left is a navigation menu with options: School, Student, Family, Family Home, Apply / Enroll, Financial, and Back to School Site. The main content area is titled 'Family Members' and features a dropdown menu currently set to 'Father Serra (Father)'. Below this, there are two sections: 'Contact Info' and 'Service Hours'. The 'Service Hours' section contains a table with columns for Date, Description, and Hours, and a total row at the bottom.

Date	Description	Hours
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
Total:		145.3

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

This screenshot is identical to the previous one, but with a red box highlighting a '+' button in the top right corner of the 'Service Hours' table header area.

6. Save your entry