

Volunteer System in Focus

To “Add Hours”

STEP 1 Login to Focus web address: <https://focus.pcsb.org>

STEP 2 Sign on to FOCUS 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 Smith1975 _____

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.



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