## Parent Service Hours

## **Record on FACTS SIS (Renweb)**

## Each family is responsible for 15 hours and must document them on FACTS SIS



## Family Portal Login

| District Code:                    |
|-----------------------------------|
| User Name:                        |
| Password (case-sensitive):        |
| Forgot User Name/Password?        |
| Parent Student Staff              |
| Login                             |
| Create New Family Portal Account  |
| Powered By FACTS   Privacy Policy |

Follow the instructions below:

- Login to your FACTS SIS (Renweb) Account with your username and password. Our district code is SG-TX.
- 2. Click on "Family" on the main page.
- On the "Family" page, you will see a dropdown option with names for each parent and child in your family. Click on the name of the individual who volunteered time.
- You will see tabs for "Contact Info" & "Service Hours". Click on "ADD" near "Service Hours."

| ≡        | St Gregory the Great S   |
|----------|--|
| S.       | ST. GREGORY THE GREAT<br>CATHOLIC SCHOOL<br>STREAM Report - 10.1 Manuary               |
| ₽        | School 🗸   |
| θ        | Student 🗸  |
| *        | Family ^   |
|          |  |
|          | Family Home  |
|          | Family Home  |
| <u>~</u> | Family Home         Enrollment / Reenrollment         Apply / Enroll                   |
| ∠        | Family Home         Enrollment / Reenrollment         Apply / Enroll         Resources |

|                    |      | ool              |                   |                                   |       |   | <u>St Grego</u>                         | ry the Great School<br>2021-2022 | РВ  |
|--------------------|------|------------------|-------------------|-----------------------------------|-------|---|---|----------------------------------|-----|
| ST. GREGORY THE GR | EAT  | 😩 Family Members |                   | [(Moth                            | H.*   |   |   |                                  |     |
| 🛍 School           | ~    | Contact Info     |                   |                                   |       |   |   |                                  |     |
| <b>0</b>           |      | Name:            | Date<br>4/14/2019 | Description                       | Hours |   | Auto Email Gradebook Progress<br>Report | DAILY                            | 4   |
| Student            | Ň    | ID Number:       | 517.0010          |                                   |       |   | Directory Block: Name                   | No                               |     |
|                    |      | Address:         | 5/7/2019          | NJHS Reception                    | 5.0   | - | Directory Block: Address                | No                               | - 1 |
| 🕹 Family           | ^    | Home             | 5/15/2019         | Room Parent- T<br>Rodriguez       | 10.0  | / | Directory Block: Home Phone             | No                               |     |
| Family Home        |      | Cell:            | 8/16/2019         | Sort/deliver Edikits 8-4-<br>2019 | 4.0   | / | Directory Block: Cell Phone             | No                               | 1   |
|                    | _    | Email Address:   | 8/16/2010         | Sort/deliver Edikits 8-4-         | 4.0   |   | Directory Block: Email                  | No                               |     |
|                    | ment |                  | 471472.017        | 2019                              | 4.0   | · | Donor Synch. Block                      | No                               |     |
|                    |      |                  | 8/16/2021         | PTC Board Member                  | 15.0  | / | Parent Alert Home Phone                 | No                               |     |
| Apply / Enroll     | ~    |                  | т                 | īotal: 1                          | 178.5 |   | Parent Alert Cell Phone                 | Yes                              | *   |

| * Date: 5/30/2022<br>* Hours:<br>* Description:<br>Note:<br>Verified By: | Name:             |   |   |
|--|-------------------|---|---|
| * Hours: *<br>* Description: *<br>Note:<br>Verified By:                  | * Date: 5/30/2022 |   |   |
| * Description: • Note: • Verified By: •                                  | * Hours:          |   |   |
| Note:  | * Description:    | * |   |
| Verified By:   | Note:             |   | J |
|  | Verified By:      |   |   |

- Select the appropriate category for description box. If you do not see an accurate description of your contribution, you may select "Other Donation of Service" and add a description in the "Note" section.
- 6. Remember to enter the number of hours you served and SAVE your entry.