

Volunteer System in Focus

To Re-Activate your volunteer profile

Follow Steps 1 through 4

Answer the questions to activate for the new school year.

To “Add Hours”

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

STEP 2 Sign on to FOCUS SIS using your **v.account**.

In most cases your username will be (**v. last name first initial – all lowercase**). If this does not work after (2) attempts, please contact the Family & Community Relations/Volunteer Coordinator for assistance.

Username Example: **v.smithd**

Your Password is always your 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

If you have any questions or issues logging into your volunteer profile, please contact Kim Cerda at cerdak@pcsb.org or call 727-469-4100 Ext. 2006.