

## Focus Instructions for Volunteers

The Focus volunteer system (formerly Portal) can be accessed from your home computer or you can use the volunteer computer in the front office.

Returning volunteers must *re-activate* themselves in the volunteer system in order to volunteer at school, go on field trips and enter volunteer hours. To re-active yourself, please follow these simple steps:

- At school, click on the Focus/Portal icon on the desktop. At home, go to <https://focus.pcsb.org>.
- Sign on using your v.account (last name, first initial-unless otherwise specified last year) example: v.smithw
- The password is your last name (the first letter capitalized) immediately followed by your four digit birth year. example: Smith1975
- On the next screen, click on the "Volunteers" icon under the Focus logo
- Click on "Add Hours"
- Update your account by answering the questions provided and then click on "Continue" to add your hours. Please be as specific as possible when logging hours (Student drop down applies to mentors only)
- When you are finished, click on "logout" in bottom right hand corner.
- You will only need to answer the questions once to re-activate yourself at the beginning of each school year. Please continue to enter your volunteer hours each time you volunteer.

