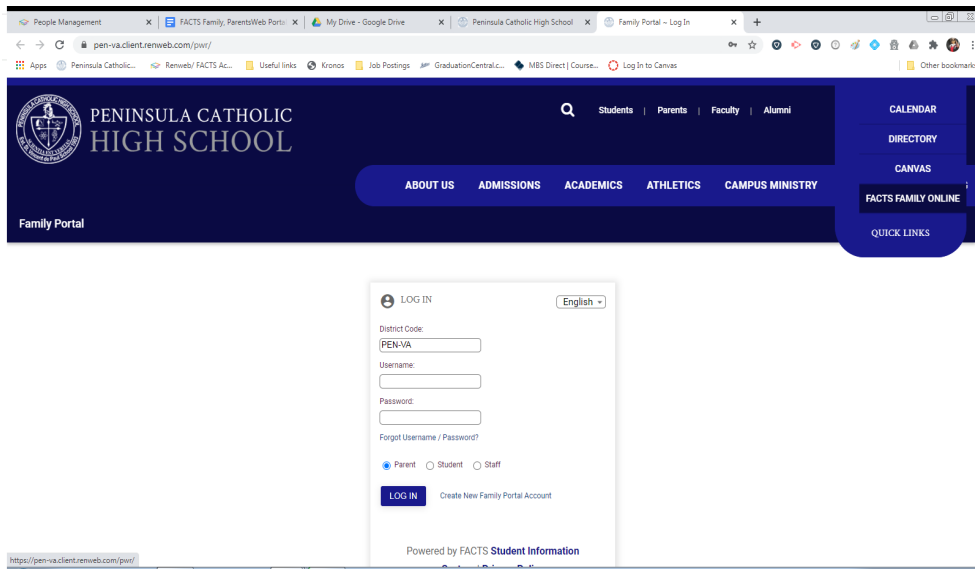


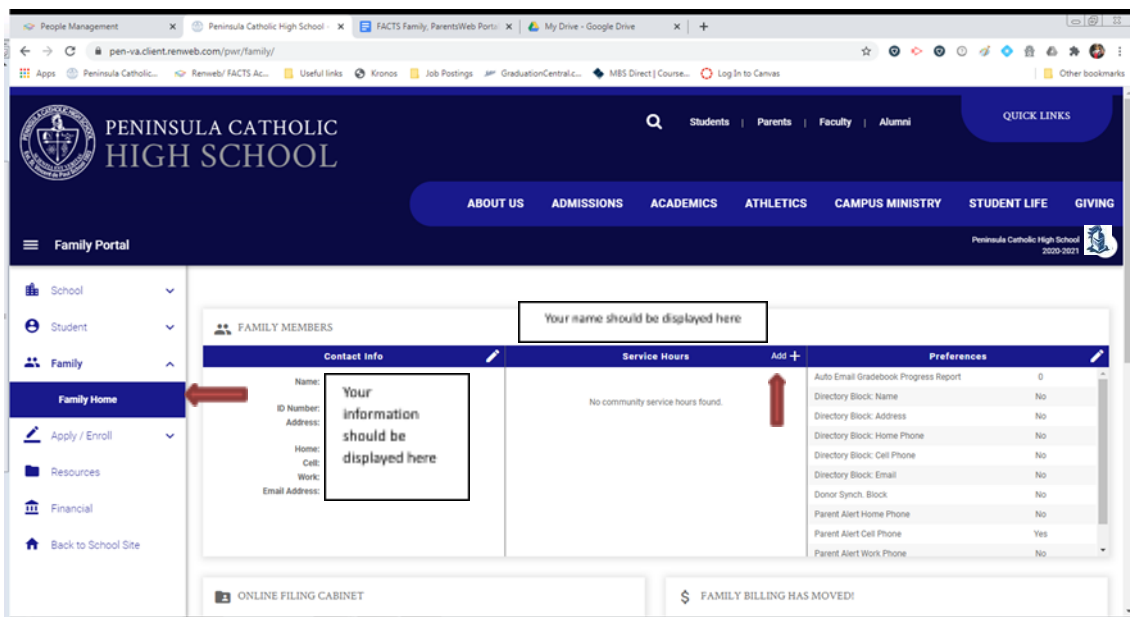
Recording Parent Service Hours in FACTS

1. Go to the [Peninsula Catholic High School](http://www.peninsulacatholic.org) website (www.peninsulacatholic.org)
2. Hover over the “Quick Links” tab at the top right hand side
3. Click on [FACTS Family Online](#)
4. Type the school's **District Code PEN-VA**
5. Enter in your Username and Password



Once in the Family Portal system you will see different selection on the left

6. Click on the Family drop down and click on “Family Home”
7. In the Service Hours box, click “Add”



8. Enter in your hours and click “Save”

The screenshot shows a web browser window displaying the Peninsula Catholic High School Family Portal. The page title is "PENINSULA CATHOLIC HIGH SCHOOL". The navigation menu includes "Students", "Parents", "Faculty", "Alumni", and "QUICK LINKS". The main navigation bar contains "ABOUT US", "ADMISSIONS", "ACADEMICS", "ATHLETICS", "CAMPUS MINISTRY", "STUDENT LIFE", and "GIVING". The "Family Portal" section is active, showing a sidebar with "School", "Student", "Family", "Apply / Enroll", "Resources", "Financial", and "Back to School Site". The main content area is a form for editing service hours. The form fields are: "Name" (with a placeholder "Your name should be displayed here"), "* Date:" (with a value of "8/7/2020"), "* Hours:" (with an empty input field), "* Description:" (with a dropdown menu), "Note:" (with an empty text input field), and "Verified By:" (with an empty text input field). A "Save" button is located at the bottom of the form.

If you have any issues entering service hours, please contact [Mrs. Silcox](#)