## **Recording Parent Service Hours in FACTS**

- 1. Go to the Peninsula Catholic High School 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

🖻 People Management 🛛 🗙 📔 FACTS Family, ParentsWeb Portal 🗙 🕼 My Drive - C	Google Drive 🗙 🛛 💮 Peninsula Catholic High	School 🗙 💮 Famil	y Portal ~ Log In	× +	- 0
→ C				• 🖈 🛛 🔶 🕲 🔅	🧭 🔷 🗄 🕹 🗯 🚳
Apps 🛞 Peninsula Catholic 🞓 Renweb/ FACTS Ac 📙 Useful links 🔇 Kronos 📒	Job Postings 🔎 GraduationCentral.c 🔶 MBS I	Direct   Course 🜔 Log	In to Canvas		Cther book
PENINSULA CATHOLIC		Q Students	Parents	Faculty   Alumni	CALENDAR
HIGH SCHOOL					DIRECTORY
					CANVAS
	ABOUT US ADMISSIONS	ACADEMICS	ATHLETICS	CAMPUS MINISTRY	FACTS FAMILY ONLINE
amily Portal					OUICK LINKS
	O LOG IN	English *			
	District Code:				
	PEN-VA				
	Username:				
	Password				
	Forgot Username / Password?				
	Parent O Student O Staff				
	LOG IN Create New Family Portal Account	nt			
	Deverand by FACTC Student Infer				

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"

	People Management	×	Peninsula Catholic High School · X FACTS Family, Parent	sWeb Portal 🗙	💩 My Drive - Google Drive 🛛 🗙 📔 🕂			
€ •	→ C	renwe	b.com/pwr/family/ Renweb/FACTS Ac 📒 Useful links 🔕 Kronos 📃 Job Post	ings 🔎 Gradu	ationCentral.c 🔹 MBS Direct   Course 🚫 Log In ti	o Canvas	* • • •	) 🛷 📀 🚊 🕹 🗯 🛃 🗄
and the second	PENIN HIG	su H	la catholic SCHOOL		<b>Q</b> Students	Parents	Faculty   Alumni	QUICK LINKS
	E Family Portal			ABOUT US	ADMISSIONS ACADEMICS	ATHLETICS	S CAMPUS MINISTRY	STUDENT LIFE GIVING Peninsula Catholic High School 2020-2021
ú	School	~		_				
e	Student	~	FAMILY MEMBERS		Your name should be displayed here			
	Family		Contact Info	1	Service Hours	Add +	Prefere	nces 🧪
	Funity      Funity      Funity      Apply / Enroll      Resources      Financial      Back to School Site	Ÿ	Name: IO Number: Address: Home: Cret: Writ: Email Address: Email Address:		No community service hours found.	Auto Email Gradebook Progress Report Directory Block: Marre Directory Block: Address Directory Block: Cell Phone Directory Block: Cell Phone Directory Block: Email Dono Synch. Block Parent Alert Home Phone Parent Alert Home Parent Alert Bhone	0 * 10	
			ONLINE FILING CABINET		\$ FAMILY E	ILLING HA	S MOVED!	

## 8. Enter in your hours and click "Save"

	≥ Pe	eople Management	×	🛞 Peninsula Catholic High School	pl- x 🧧 FACTS Family, ParentsWeb Ports: X   🍐 My Drive - Google Drive x   +	
•	Ap	<ul> <li>C          <ul> <li>pen-va.cli</li> <li>ps</li> <li>Peninsula Catholic.</li> </ul> </li> </ul>	ent.ren . R	web.com/pwr/family/service-hour	urs-edit.cfm?lid=12533 🖈 😧 📀 🖉 🖉 🧳 🔇 🧳 🔇 🔹 1 Llinks 😵 Kronos 📙 Job Postings 🔎 GraduationCentral.c 🔦 MBS Direct J Course 🛟 Log In to Canvas	🔮 🛆 🌲 🝪 🗄
		peni HIC	nsi GH	ula catholi I SCHOOI	IC Q Students   Parents   Faculty   Alumni QUIG	CK LINKS
					ABOUT US ADMISSIONS ACADEMICS ATHLETICS CAMPUS MINISTRY STUDENT	LIFE GIVING
1	=	Family Portal			Peninsula Cath	olic High School 2020-2021
	\$	School	~		Name Your name should be displayed here	
	0	Student	~		* Date: (8/7/2020	
1		Family	^		* Hours:	
	/	Family Home	~		* Description	
		Resources				
-	Ê	Financial			Note:	
	A	Back to School Site			Verified By:	
					Save	
						•

If you have any issues entering service hours, please contact Mrs. Silcox