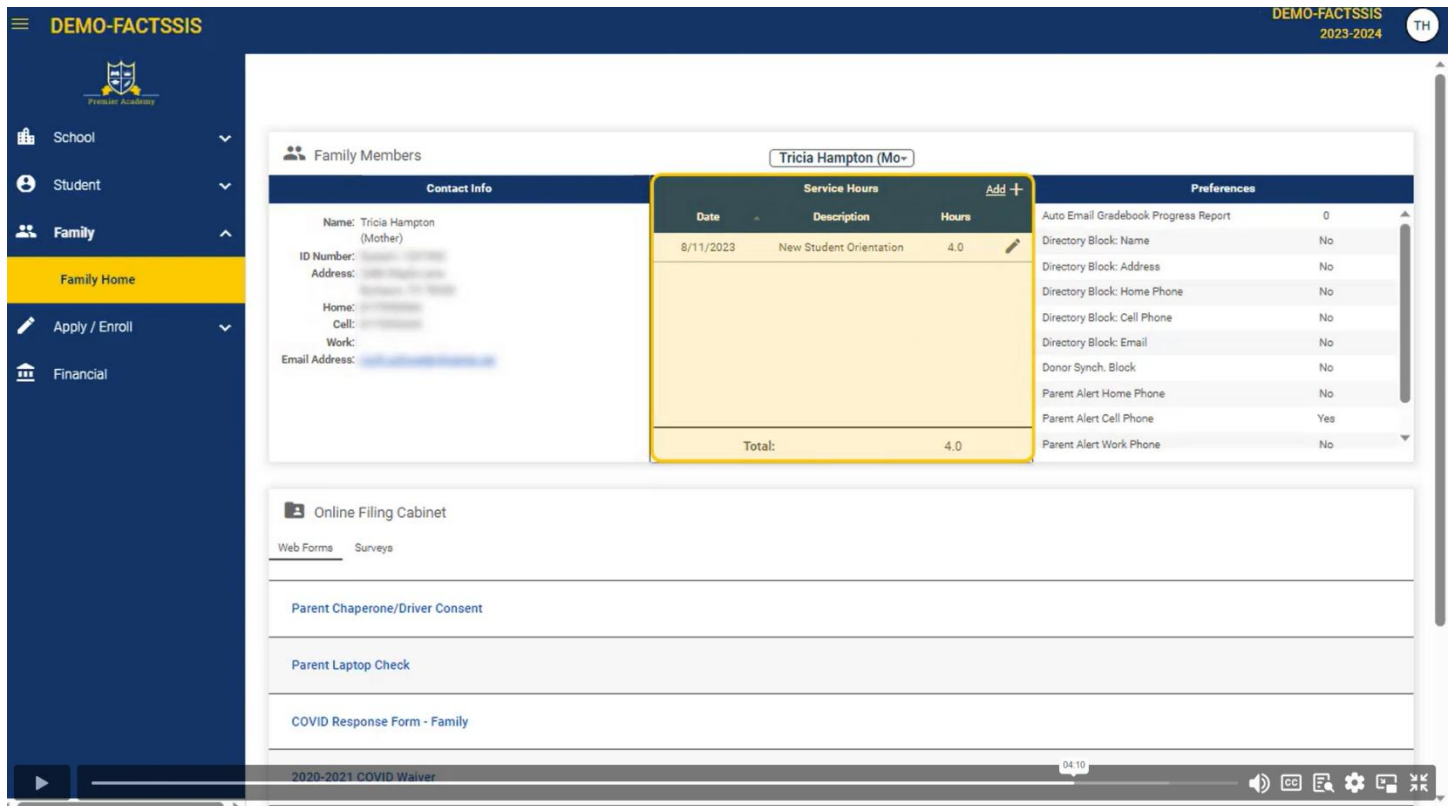


How to Log Volunteer Hours in Facts

1. Go to the Facts SIS website and login. You can find the link on the school website here: <https://www.sjcstx.net/factsis>
2. Once logged in, click on “Family” in the left hand column.
3. A screen similar to the image below will come up. It shows a family members contact information, service hours and preferences. You can also change between family members in the drop down menu box directly above service hours.



The screenshot displays the DEMO-FACTSSIS web application. On the left is a dark blue sidebar with a menu containing 'School', 'Student', 'Family' (highlighted), 'Apply / Enroll', and 'Financial'. The top header is dark blue with 'DEMO-FACTSSIS' on the left and 'DEMO-FACTSSIS 2023-2024' with a 'TH' icon on the right. The main content area is white and divided into three sections: 'Family Members', 'Service Hours', and 'Preferences'. The 'Family Members' section shows contact info for Tricia Hampton (Mother). The 'Service Hours' section is a table with columns for Date, Description, and Hours, containing one entry for 8/11/2023 for 'New Student Orientation' with 4.0 hours. A yellow box highlights the 'Add +' button in the top right corner of the 'Service Hours' table. The 'Preferences' section lists various settings like 'Auto Email Gradebook Progress Report' and 'Directory Block' options. Below these sections is an 'Online Filing Cabinet' with links to 'Web Forms' and 'Surveys', including 'Parent Chaperone/Driver Consent', 'Parent Laptop Check', and 'COVID Response Form - Family'. A video player at the bottom shows a '2020-2021 COVID Waiver' video.

Service Hours		
Date	Description	Hours
8/11/2023	New Student Orientation	4.0
Total:		4.0

4. Look at the box titled service hours and click the “add” button in the top right corner of that box.
5. A new screen will come up that allows you to enter date, number of hours (can be entered with decimal of half hours, i.e. 1.5 hours), a drop down menu to select what area your work fell under or at the top you can choose “type custom value” and enter anything you need there. The notes and verifier boxes are optional.

6. When finished click “save” at the bottom of the screen. You will be directed to a screen asking if you would like to log more hours or go back to the Family menu.
7. On the family menu, you should see your service hours and the total listed in the service hours box.