

Parents as Partners Service Hours - How to Enter Your Hours on Renweb

All families are required to complete 10 service hours per school year (July 1, 2011 - April 13, 2012). Any hours earned after this date can be recorded in Renweb and will count for the following year.

Each uncompleted hour will be charged at \$10 per hour on your May bill. The deadline to earn and report your hours is APRIL 12, 2012.

You can report your hours on Renweb using the following instructions.

1. Login to Renweb. (If you have problems with your login, contact Bonnie Marx @ 478-5044)
2. Select Family Information on the left side of the home page.
3. In the My Profiles section, select the Parent name to enter service hours.
4. In the right hand screen, there will be three tabs, the default is Contact Info. Click on the Service Hours tab to go the entry screen. In this screen, you will be able to view any hours you have already entered or enter additional hours.
5. Select Add Service Hours.
6. Today's date will be automatically entered. You may change it to another date if you wish.
7. Select a Description from the drop down list - you must select a description for the hours to save.
8. Put in the # of hours.
9. Enter a note to provide additional details to describe how you earned the hours (i.e. donated 2 bags of chips, worked booth, etc.)
10. Verified By is not a required field – you should leave it blank.
11. Click on Save at the bottom of the entry to save your hours.