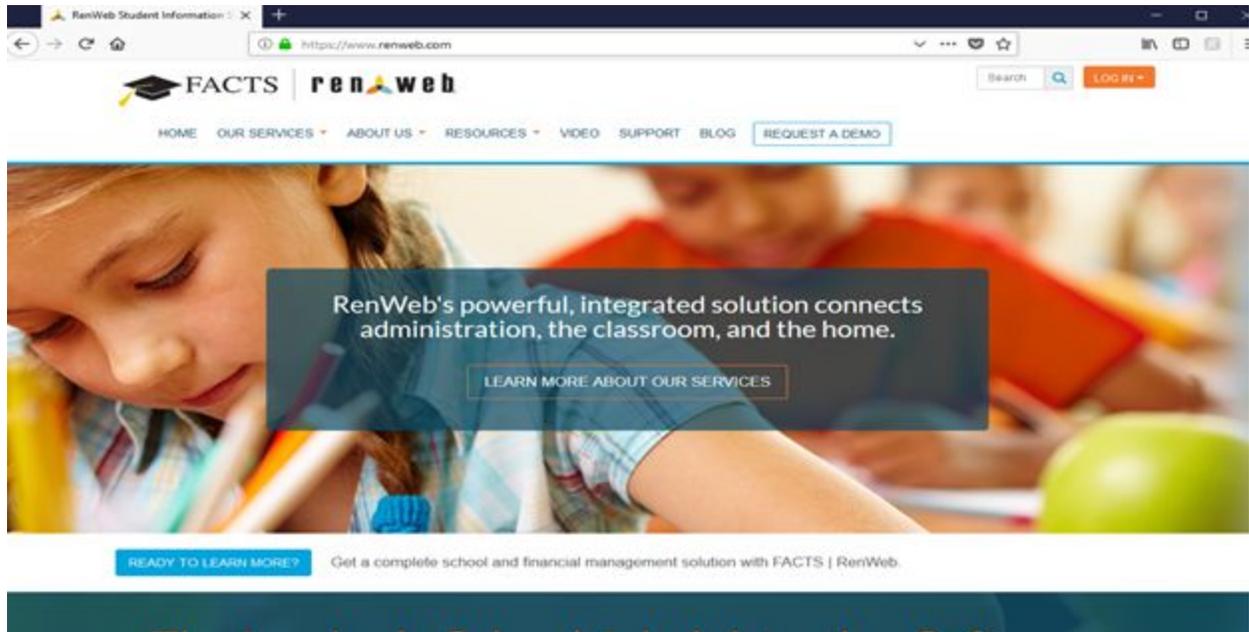


We will be using RenWeb to track family volunteer hours this school year. Below are step by step instructions on how to input your hours. Sign Up Genius may still be used to sign up for volunteer opportunities, but once you complete your hours they **must** be recorded in RenWeb. Each family is required to volunteer a minimum of 25 hours per school year. 10 of the service hours are required at the annual CPS festival.

Tracking volunteer hours:

1. Go to www.renweb.com



2. Click on **LOG IN** in the top right hand corner and select **ParentsWeb Login**.



3. Fill in the **District Code: CAP-FL** then enter your **User Name and Password** and click **Login**.



RenWeb ParentsWeb Login

District Code:

CAP-FL



User Name:



Password (case-sensitive):



[Forgot User Name/Password?](#)

Parent

Student

Staff

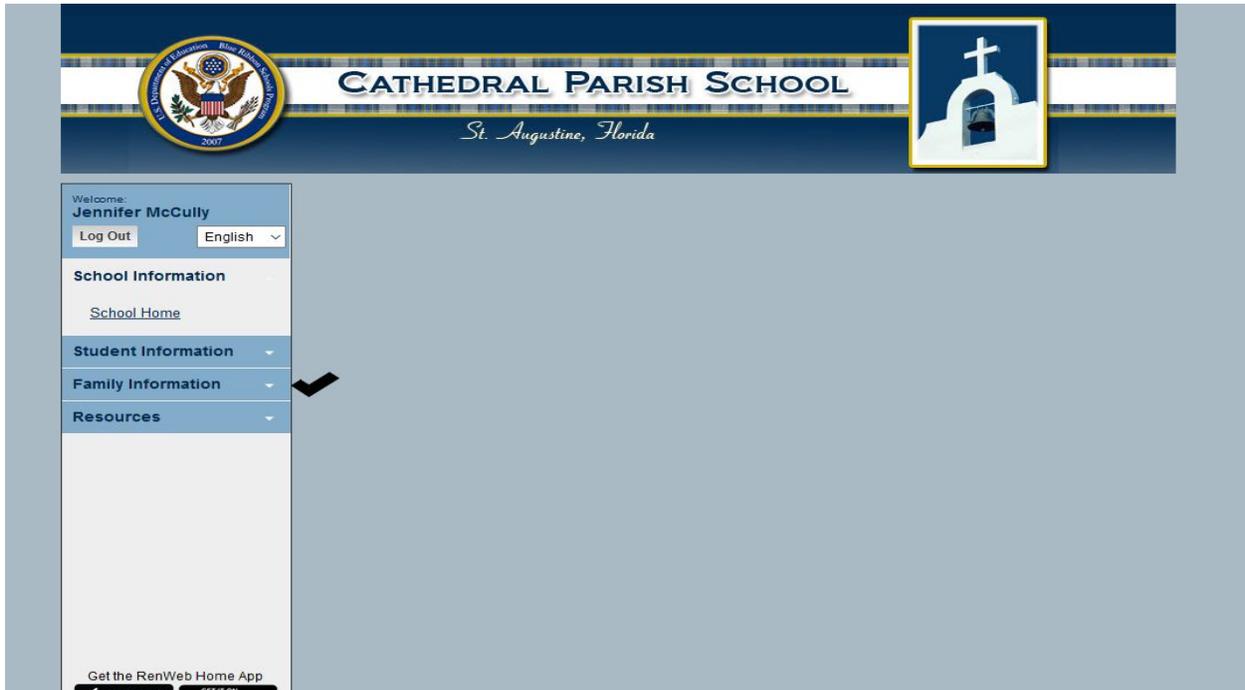
Login



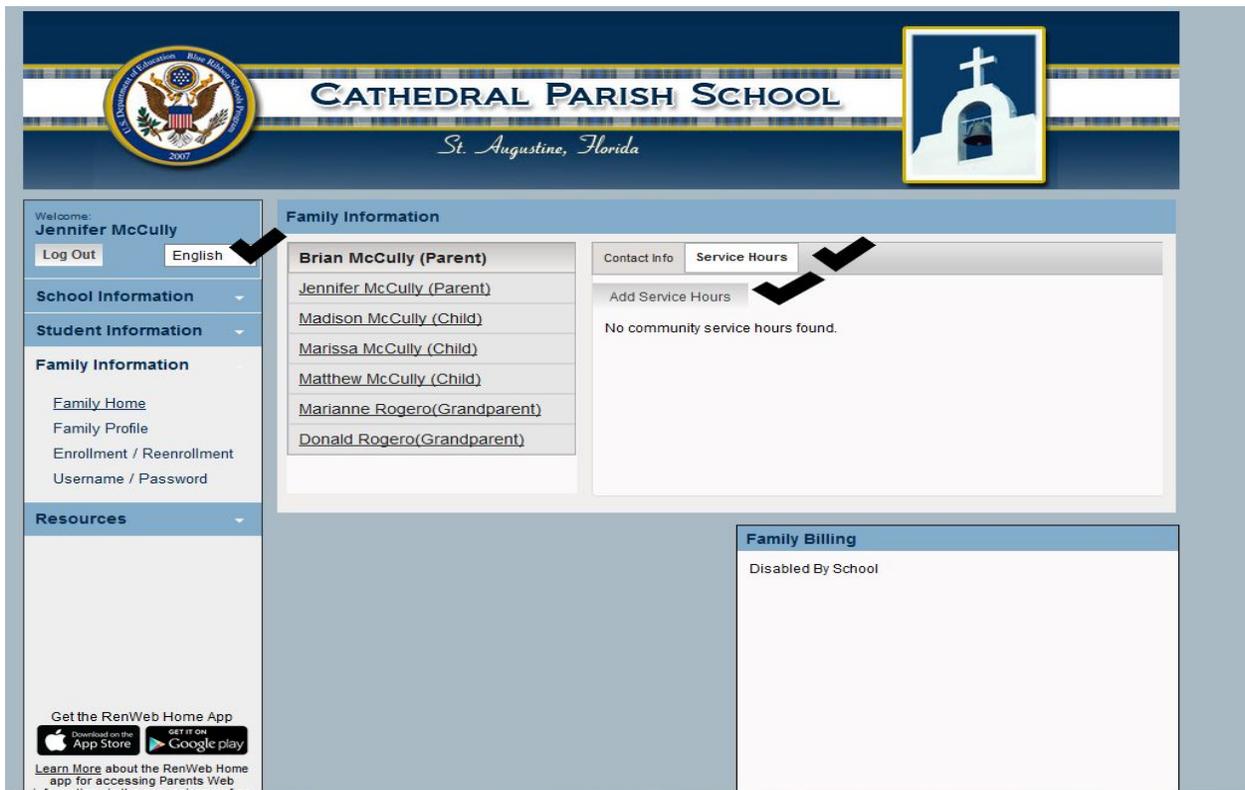
[Create New ParentsWeb Account](#)

Powered By [RenWeb](#) | [Privacy](#)

4. On your portal homepage click on **family information**.



5. Select the **parent** who completed the volunteer hours and then select the **Service Hours** tab. Next click **Add Service Hours**.



6. **Date Box:** Day you completed the volunteer hours.

Description: In the drop down box select **CPS Volunteer Hours**. (For now this is the only description available. A CPS festival option will be added later.)

Hours: The total number of hours you completed.

Note: Type a brief description of what you did. Examples: Fall Festival, 2nd grade centers, Homeroom Mom newsletter, Classroom party, 3rd grade field trip etc.

Verified By: Enter the name of the person that can verify the time you completed. This could be the chairperson of the event, a teacher, Homeroom Mom etc.

Save: Click the save button when you are done.

The screenshot shows the website for Cathedral Parish School, St. Augustine, Florida. The header includes the school's logo and name. The main content area is titled "Service Hours" and contains a form for logging volunteer hours. The form fields are: Date (MM/DD/YYYY) with a value of 07/15/2018; Description (Select from drop down box) with a value of CPS Volunteer Hours; Hours with a value of 0.0; Note (empty text box); and Verified By (empty text box). Below the form are buttons for Save, Reset, and Delete. A black arrow points to the Save button. On the left side, there is a navigation menu with categories: Welcome: Jennifer McCully (with Log Out and English dropdown), School Information, Student Information, Family Information (with sub-items: Family Home, Family Profile, Enrollment / Reenrollment, Username / Password), and Resources. Each category has a checkmark icon next to it. At the bottom left, there are links to download the RenWeb Home App from the App Store and Google Play, along with a link to learn more about the app.

Service Hours

Date (MM/DD/YYYY) You must enter a complete date.
07/15/2018

Description (Select from drop down box)
CPS Volunteer Hours

Hours
0.0

Note

Verified By

Save Reset Delete

Get the RenWeb Home App
Download on the App Store GET IT ON Google play
Learn More about the RenWeb Home app for accessing Parents Web

7. To view your total hours click on **Family Information** and select a **Parent** from the list. Then click on the **Service Hours** tab. Note that each parents' hours are shown separately in the portal, but when we run the reports at the end of the year they will be grouped and totaled together.

The screenshot shows the RenWeb portal for Cathedral Parish School. The header includes the school's name and location, along with a logo. The main content area is divided into several sections:

- Left Sidebar:** Contains navigation links such as "Welcome: Jennifer McCully", "Log Out", "English", "School Information", "Student Information", "Family Information" (with sub-links for Family Home, Family Profile, Enrollment / Reenrollment, Username / Password), and "Resources".
- Family Information Section:** A list of family members is shown, with "Brian McCully (Parent)" selected. Other members include Jennifer McCully (Parent), Madison McCully (Child), Marissa McCully (Child), Matthew McCully (Child), Marianne Rogero (Grandparent), and Donald Rogero (Grandparent).
- Service Hours Table:** A table with columns for Date, Description, and Hours. It shows three entries for CPS Volunteer Hours on 7/15/2018, with a total of 7.5 hours. A checkmark is placed next to the total row.
- Family Billing Section:** A box indicating "Disabled By School".
- Footer:** Promotes the RenWeb Home App available on the App Store and Google Play, with a link to learn more.

If you have any questions please contact Jennifer McCully at jenmccully@gmail.com