

Adding Community Service Hours in FACTS

- Log into your RenWeb/FACTS account.
- Go to the Family Portal home page.

OAK MOUNTAIN ACADEMY

ADMISSIONS CAMPUS LIFE FAMILIES FACULTY GIVING BACK

Family Portal Oak Mountain Academy 2023-2024

School Student Family Resources Back to School Site

Announcements

No announcements found

Events

Today Tomorrow

No events found.

School Calendar: Dates to Note

8/7/23	2023-2024: Term 1 Begin
10/5/23	2023-2024: Term 1 End
10/6/23	2023-2024: Term 2 Begin
12/20/23	2023-2024: Term 2 End
1/3/24	2023-2024: Term 3 Begin
3/7/24	2023-2024: Term 3 End
3/8/24	2023-2024: Term 4 Begin

- Select the 'Family' drop down.

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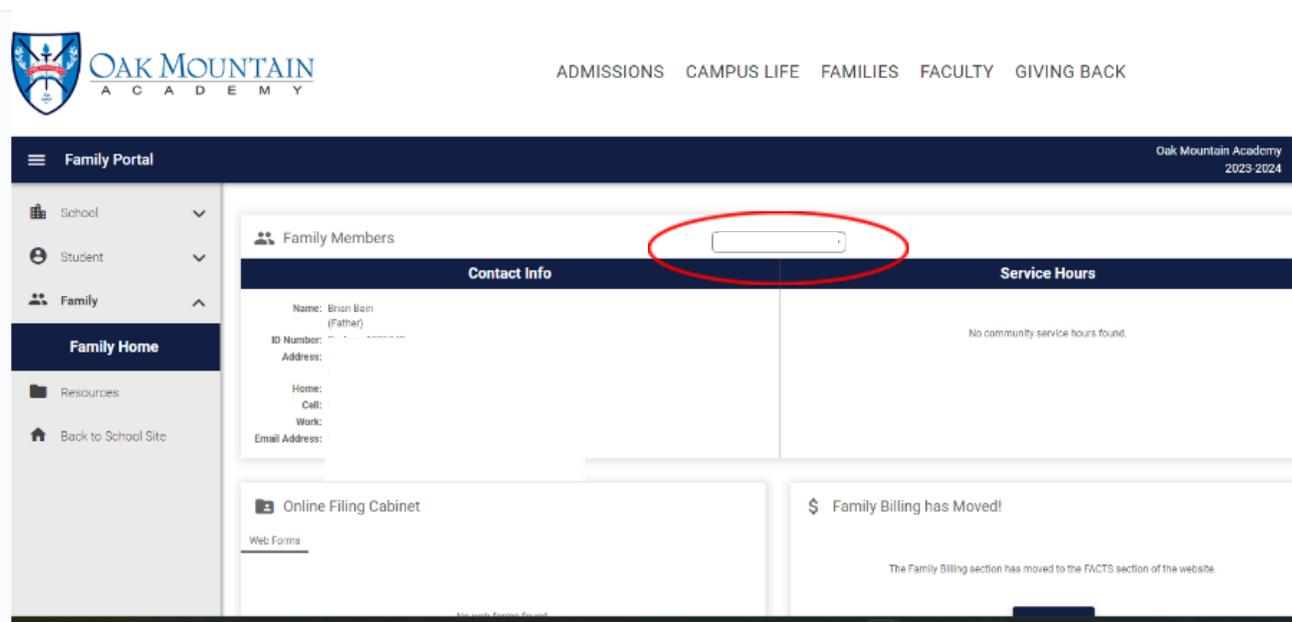
No events found.

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→ In the drop down, select 'Family Home'.

→ Under the 'Family Home', find the center drop down and select your name (student name).



→ On the right hand side, locate the 'Service Hours' box and click 'Add +'. The page below will appear and this is where you will enter an event where you obtained service hours.

- ◆ Select the date you completed the service hour(s). If it is more than one day, select the start date.
- ◆ Type in how many hours you completed for the entire service hour event.
- ◆ To put the name of the event, select the 'Description' box > [type a custom value]. Be sure to put OMA in this box, if you received service hours from OMA. If it was outside OMA, put the name of the organization here.
- ◆ In the 'Notes' box, put details of what kind of work you did, how many hours a day and how many days (if applicable), contact information for the organization (if outside OMA), and any other details pertaining to your service hours.
- ◆ For the 'Verified By' box, put the name of the person over the service hour event and/or organization leader.
- ◆ When finished, click 'Save'.

Service Hours - Add

Name: _____

* Date:

* Hours:

* Description:

Note:

Verified By: