Adding Community Service Hours in FACTS

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

OAK MOUNTA	IN ADMI	SSIONS CAMPUS L	IFE FAMILIES	FACULTY	GIVING BACK	
						Oak Mountain Academy 2023-2024
School ~ Student ~ Family ~ Resources	Announcements No announcements found					
A Back to School Site	Events Today Tomorrow No events found.		Image: Second Cara School Cara 8/7/23 2023- 10/5/23 2023- 10/6/23 2023- 12/20/23 2023- 1/3/24 2023- 3/7/24 2023-	lendar: Dates to 2024: Term 1 E 2024: Term 1 E 2024: Term 2 E 2024: Term 2 E 2024: Term 3 E 2024: Term 3 E	o Note legin ind legin legin ind	
			3/8/24 2023	-2024: Term 4 E	Begin	

→ Select the 'Family' drop down.

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	Family Portal							Oak Mountain Academy 2023-2024
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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).

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≡ Family Portal			Oak Mountain Academy 2023-2024
🛍 School 🗸	** Femily Members		
🕒 Student 🗸 🗸	Contact Info		Service Hours
🗱 Family 🔨	Name: Brian Bain (Father)		No compression for any format
Family Home	ID Number: Address:		no community service nous room.
Resources	Home: Cell: Wark:		
A Back to School Site	Email Address:		
	Online Filing Cabinet Web Forms		\$ Family Billing has Moved!
			The Family Billing section has moved to the FACTS section of the website.
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- → 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'.

🏥 School 🗸	Andre Herrs Add		
\varTheta Student 🗸	Service Hours - Add		
🚓 Family	Name:		
Family Home	* Date: 6/22/2023		
Hesources Back to School Site	* Hours:		
	* Description:		
	Note:		
	Verified By:		
	Save		