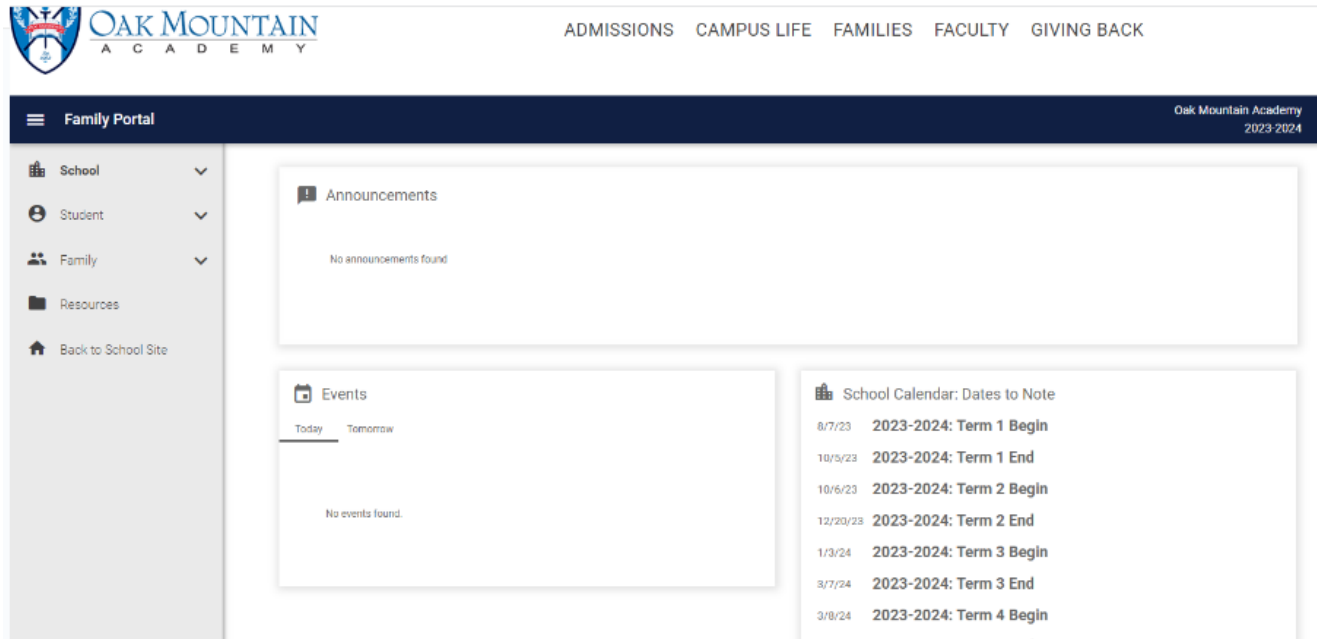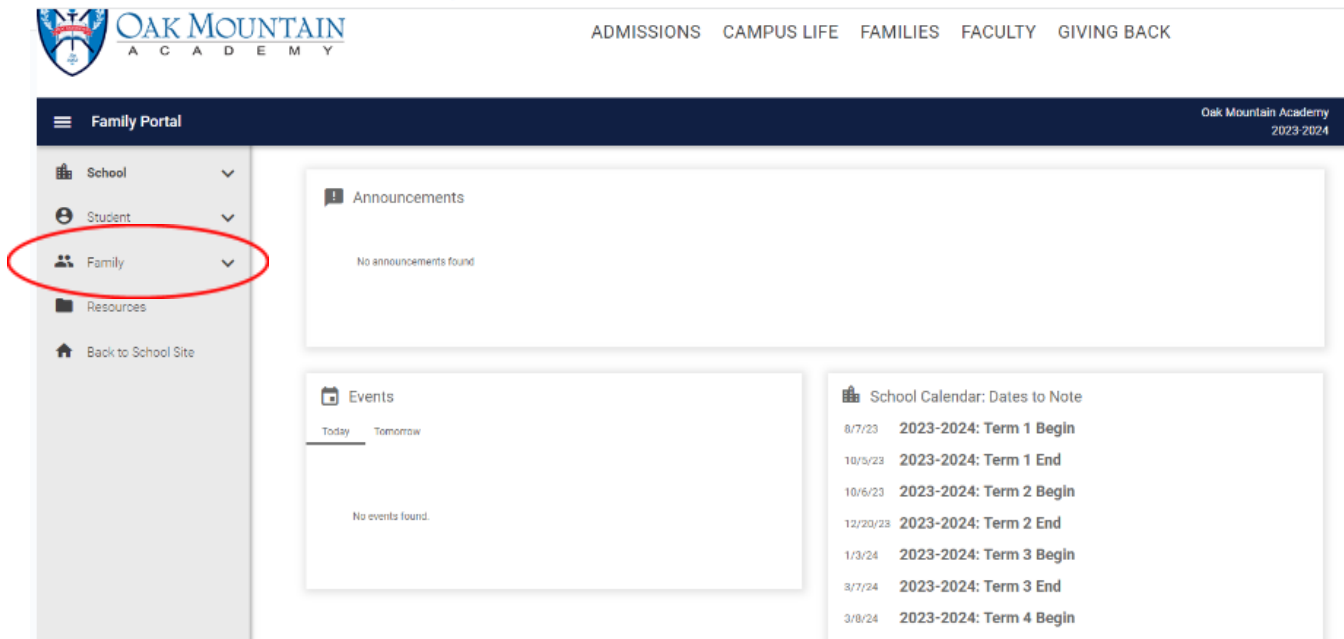# Adding Community Service Hours in FACTS

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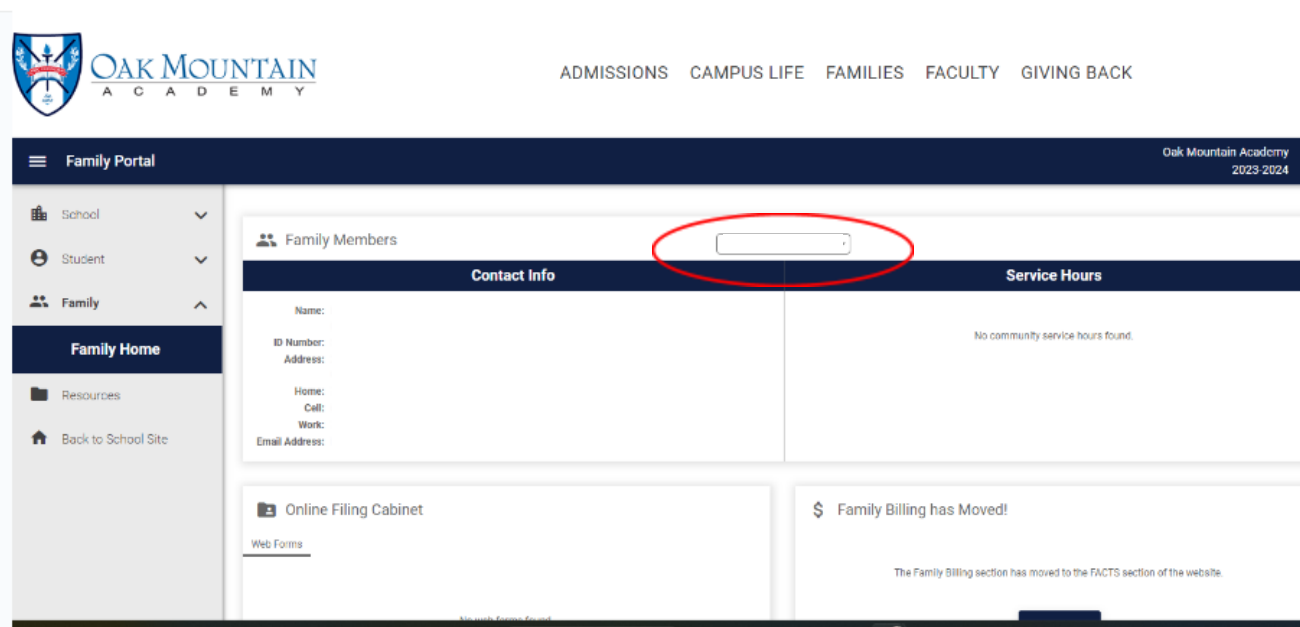

➔ Select the 'Family' drop down.

➔ In the drop down, select 'Family Home'.
➔ Under the 'Family Home', find the center drop down and select your name (parent 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'.