

## Logging Parent Volunteer Hours on Renweb

## RenWeb ParentsWeb Login

Step 1: Log into Renweb ParentsWeb

District Code:

User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

[Create New ParentsWeb Account](#)

Step 2: Click on Family Information

The screenshot shows the St. Catherine's Montessori website home page. The header features the school's logo and name. Below the header, there are four main content areas: 'Welcome Back' with a 'Logout' button, 'Announcements', 'Today's / Tomorrow's Events' with a table of events, and 'School Calendar: Dates to Note' with a list of dates and events. On the left side, there is a navigation menu with categories: 'School Information', 'Student Information', 'Family Information', and 'Resources'. A red arrow points to the 'Family Information' menu item.

Step 3: Click on the name of the parent who is logging the hours. Then click on Service Hours.

The screenshot shows the 'Family Information' page. The left sidebar has a 'Family Information' menu with sub-items: 'Family Home', 'Family Profile', and 'Username / Password'. The main content area has a 'Family Information' header and a list of family members: '(Parent)', '(Parent)', '(Child)', '(Grandparent)', '(Grandparent)', '(Grandparent)', and '(Grandparent)'. A red arrow points to the first '(Parent)' entry. To the right, there are tabs for 'Contact Info' and 'Service Hours', with a red arrow pointing to the 'Service Hours' tab. Below the tabs, there is an 'Add Service Hours' button and the text 'No community service hours found.'

Step 4: Log your hours and hit *Save*. The description box has several pre-defined service opportunities listed. If you don't see what you are looking for, please let the school know. The note section can be used for any details you would like to share. **The verified box does not need to be filled out.**

**Service Hours**

Date (MM/DD/YYYY) You must enter a complete date.  
08/21/2017

Description (Select from drop down box)  
[Dropdown menu]

Hours  
0.0

Note  
[Text input field]

Verified By  
[Text input field]

Save Reset Delete

Step 5: This is what your service log will look like once you have successfully logged your hours.

**Service Hours**

SCM Parent

Date	Description	Hours	Note/Verified By
21-Aug-17	Parent Potluck	1.0	
	<b>Total</b>	<b>1.00</b>	

Please be sure to log all of your hours on Renweb. Please do not wait until the end of the year to log all of your hours.