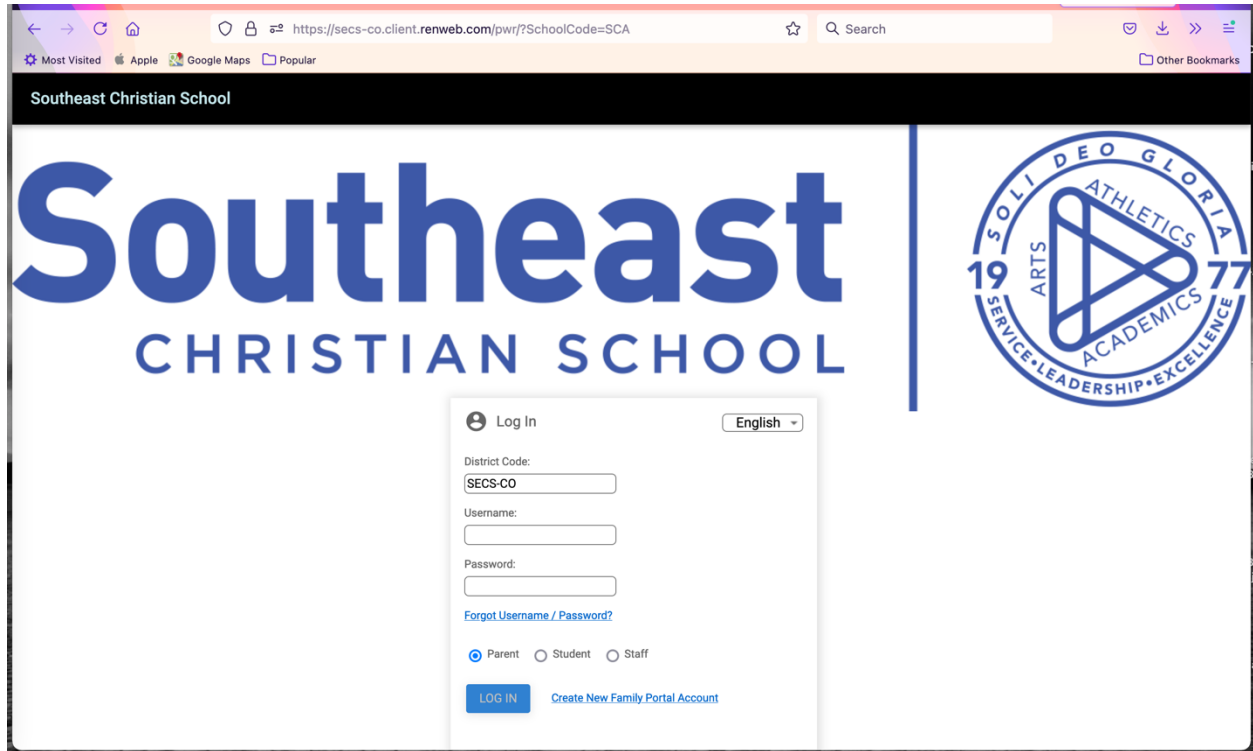


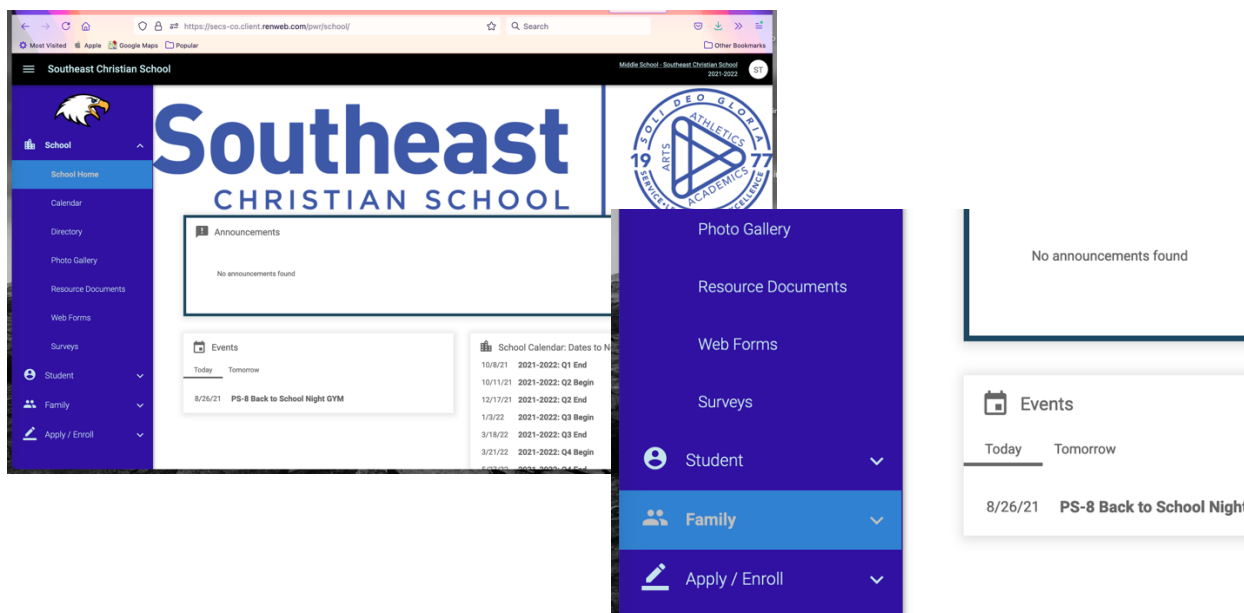
How to enter in your volunteer hours at Southeast Christian School

Log in to your Renweb account- <https://secs-co.client.renweb.com/pwr/?SchoolCode=SCA>



The screenshot shows the login page for Southeast Christian School's Renweb account. The page features the school's name in large blue letters and a circular logo on the right with the text "SOLI DEO GLORIA", "ATHLETICS", "ACADEMICS", "SERVICE", "LEADERSHIP", and "EXCELLENCE". The login form is centered and includes fields for "District Code" (pre-filled with "SECS-CO"), "Username", and "Password". Below these fields are links for "Forgot Username / Password?" and radio buttons for "Parent", "Student", and "Staff". A "LOG IN" button and a link to "Create New Family Portal Account" are at the bottom of the form.

Select Family on the left-hand side.



The screenshot shows the dashboard after logging in. The left-hand navigation menu is expanded, and the "Family" option is highlighted. The main content area displays "Announcements" (none found), "Events" (including "PS-8 Back to School Night GYM" on 8/26/21), and a "School Calendar" for the 2021-2022 school year. A "Photo Gallery" and "Resource Documents" section are also visible. The "Family" menu is open, showing options for "Student", "Family", and "Apply / Enroll".

Select which family member you want to enter volunteer hours for. Then select Add+.

The screenshot shows the Southeast Christian School Renweb portal. The left sidebar contains navigation links: School, Student, Family, Family Home, Financial Aid, Tuition Plan Sign Up, Go to FACTS, Enrollment / Reenrollment, and Apply / Enroll. The main content area is titled 'Family Members' and shows a list of family members. A red arrow points to the 'Stacy Trombley (M)' entry. The 'Service Hours' column for this entry has an 'Add +' button circled in red. Below the family members section is the 'Online Filing Cabinet' with links to 'Family Demographic Form', 'Power Conference Volunteer Form', and 'Emergency Contact Form SECS'.

Fill in information and save.

The screenshot shows the 'Service Hours - Add' form in the Southeast Christian School Renweb portal. The form is titled 'Service Hours - Add' and contains the following fields: Name (Stacy Trombley), * Date (8/26/2021), * Hours (input field), * Description (dropdown menu), Note (input field), and Verified By (input field). A 'Save' button is located at the bottom of the form.

It will show up here once saved.

The screenshot shows the Southeast Christian School Renweb portal. The browser address bar displays the URL: <https://secs-co.client.renweb.com/pwr/family/index.cfm?id=1207276>. The page header identifies the user as 'Middle School - Southeast Christian School 2021-2022' with a user icon 'ST'.

The left sidebar contains the following navigation links:

- School
- Student
- Family
- Family Home
- Financial Aid
- Tuition Plan Sign Up
- Go to FACTS
- Enrollment / Reenrollment
- Apply / Enroll

The main content area is titled 'Family Members' and shows the profile for 'Stacy Trombley (M)'. The 'Contact Info' section includes fields for Name, ID Number, Address, Home, Cell, Work, and Email Address. The 'Service Hours' table is as follows:

Date	Description	Hours
8/13/2021	Fundraiser-Event Support	3.0
Total:		3.0

A red arrow points to the empty row in the Service Hours table. Below the contact information is the 'Online Filing Cabinet' section, which includes links for 'Family Demographic Form', 'Power Conference Volunteer Form', and 'Emergency Contact Form SECS'.

40 Volunteer Hours for TK-8 Full time students
20 Volunteer Hours for TK & K Half Day students
5 Volunteer Hours Homeschool families
No requirement for Preschool