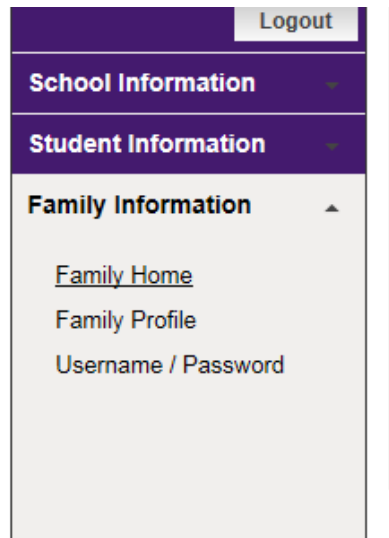


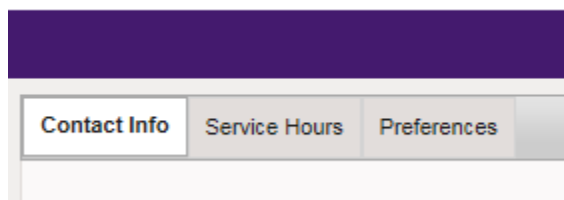


Family Volunteer Service Hours Guide Sheet

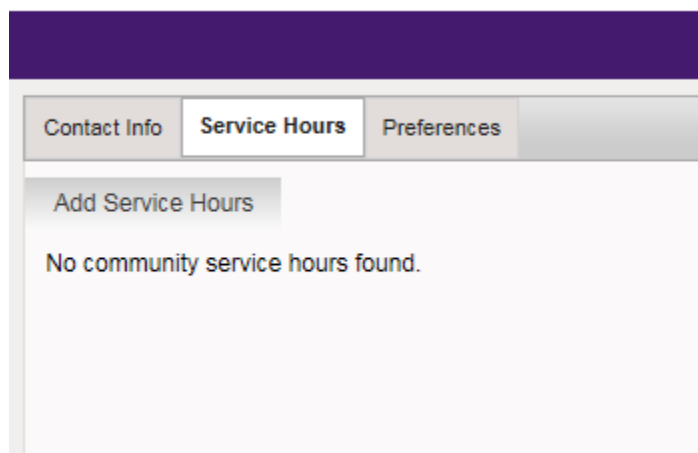
1. Login to ParentsWeb at em-oh.client.renweb.com/pw/
2. Click on **Family Information** in the left sidebar



3. Click on the **Service Hours** tab next to your parent information.



4. Click on **Add Service Hours** in the middle box.



5. In the next window, please fill out the following information:
 - a. Date (date of service work)
 - b. Description (choose a description that best fits your service type)
 - c. Hours (time that you spent serving)
 - d. Note (specific items that you may have completed, or other details of the service)
 - e. Verified by (ECA Faculty/Staff who coordinated your service)

Service Hours

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

Description (Select from drop down box)

Hours

Note

Verified By

6. Click **Save** to save your Service Hour records.