


## Instructions for entering family volunteer hours:

- Go to the [www.csyonline.com](http://www.csyonline.com)
- Click on the FACTS SIS/Ren Web icon in the upper right hand corner 
- Type in your User Name and Password
- Click on Log In
- Click on Family
- Click on Family Information
- In the center of the page, near the top, there will be a drop down box of listed parents/guardians. Click on the name of the person completing the volunteer hours.
- To the right side of the page, Service Hours is listed
- Click on the addition sign (+) to add volunteer/service hours
- Fill in volunteer information. A drop down box is available for you to select the type of service (i.e. item donation, work from home, etc.)
- Click on save