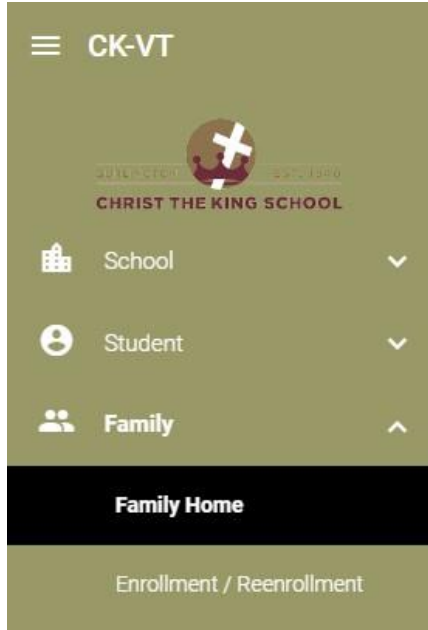




How to Log Family Service Hours



Sign in to the FACTS Portal and click the Family tab and then Family Home.

This will bring up your contact information on the left half of the screen and Service Hours on the right half.

(Father ▾)

Service Hours			Add +
Date	Description	Hours	
10/17/2019	field trip	2.0	
Total:		2.0	

In the upper right column, click the “Add+” button next to Service Hours

Service Hours - Add

Name: Jon Hughes

* Date:

* Hours:

* Description:

Note:

Verified By:

Complete the prompts to record your hours.

Once your family reaches 9 hours (in addition to your three lunch duties), you no longer need to track your service but you are welcome to!