## Self Reporting your Service Hours in FACTS Family Portal

- 1. Log in to the FACTS Family Portal at <u>https://logins2.renweb.com/logins/ParentsWeb-Login.aspx</u> (District Code: CHEL-VA).
- 2. Select Menu item "Family" followed by sub-menu item "Family Home"



**3.** Select the family member for whom you are entering service hours from the drop down box and press the "Add +" button

Luke Fier (Father) 🔹		
Luke Fier (Father)	Service Hours	Add 🕂
Kristin Fier (Mother)	No community service hours found.	
Benedict Fier (Child)		
Cecilia Fier (Child)		
Clara Fier (Child)		
Thomas Fier (Child)		
Isaac Fier (Child)		

4. Complete the entry form and press "Save"

Service Hours - Add
Name: Luke Fier
* Date: 8/7/2023
* Hours:
* Description:
Note:
Verified By:
Save