

# Parent Service Hours – Now Record on FACTS SIS (RenWeb)!

Each family is responsible for 20 hours and must document them on FACTS SIS (RenWeb).



## ParentsWeb Login

District Code:

User Name:

Password (case-sensitive):

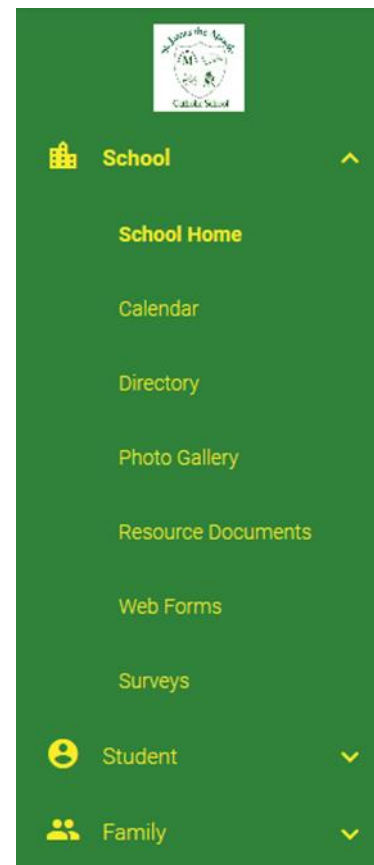
[Forgot User Name/Password?](#)

Just follow the below instructions:

1. **Login** to you FACTS SIS (RenWeb) account with your username and password. Our District Code is: **SJM-TX**.

2. Click on **“Family”** on the main page.

3. On the “Family” page, you will see a dropdown option with names for each parent and child in your family. Click on the **name** of the individual who volunteered time.



4. You will see tabs for “Contact Info” & “Service Hours”. Click on **“Add”** near “Service Hours”.



5. Select the appropriate category for description box. If you do not see an accurate **description** of your contribution, you may select “Other Donation or Service” and add a description in the “Note” section.

\* Date:

\* Hours:

\* Description:

Note:

Verified By:

6. Remember to enter the number of **hours** you served and **SAVE** your entry.

*\*Hours will be verified quarterly.*