

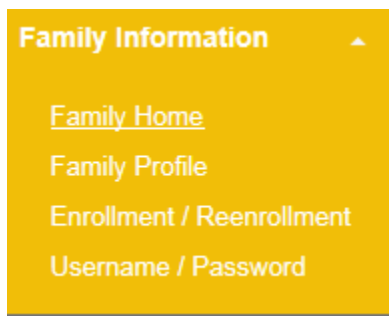


## Entering Service Hours

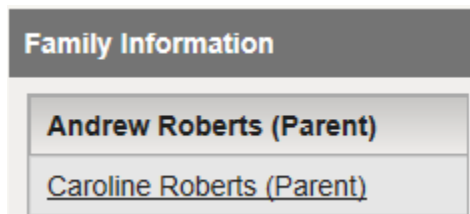
Purpose of this document is to learn how to enter service hours.

---

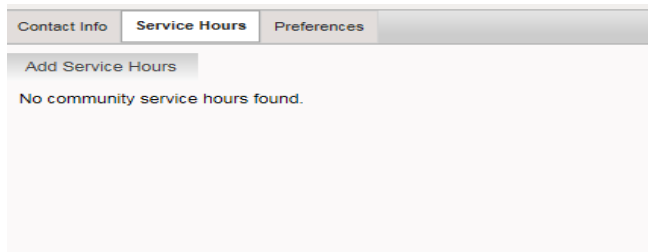
- ✓ Login into ParentWeb.
- ✓ Click on Family Information on the left hand side of the page.



- ✓ Click on the Family member.



- ✓ Click on service hours.
- ✓ Click on add service hours.



- ✓ Enter the date.
- ✓ Click the drop down for the type of service completed..
- ✓ Enter the number of hours completed.
- ✓ Any note you feel necessary \*\*Optional
- ✓ Where did you complete the hours?
- ✓ Click Save.

**Service Hours**

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

Description (Select from drop down box)

Hours

Note

Verified By

1/10/18 S.H