

SERVICE HOURS QUICK START GUIDE

IF I AM NEW TO THE SCHOOL, HOW DO I REGISTER TO ENTER SERVICE HOURS?

- 1-Go to the school website, <http://www.stphiliptheapostle.org/school/>
- 2-Select "Sign In" on the right side of the page.
- 3-Select "Create an account" and enter the required information.
- 4-This will generate an email to the admin. You will not be able to access your account until you receive an email stating that your account is active.

PLEASE REGISTER BY SEPTEMBER 15

HOW DO I CHECK TO SEE HOW MANY HOURS I HAVE?

You can check your hour status on-line using your family LOG IN.

- 1-Go to the school website, <http://www.stphiliptheapostle.org/school/>
- 2-Select "Sign In" on the right side of the page.
- 3-If you are a returning family, you can log in using your previous year's log in an password.
If you are a new family, you need to create an account. (see instructions below).
- 4-Once logged in, select the SERVICE HOURS button on the left side of the page.
- 5-This will take you directly to your family page where you can see the status of your hours and where you can submit new hours.

Please see full list of guidelines on the school website.

Questions: Contact Amy Miller at stphilipservicehours@hotmail.com or 626.345.1424