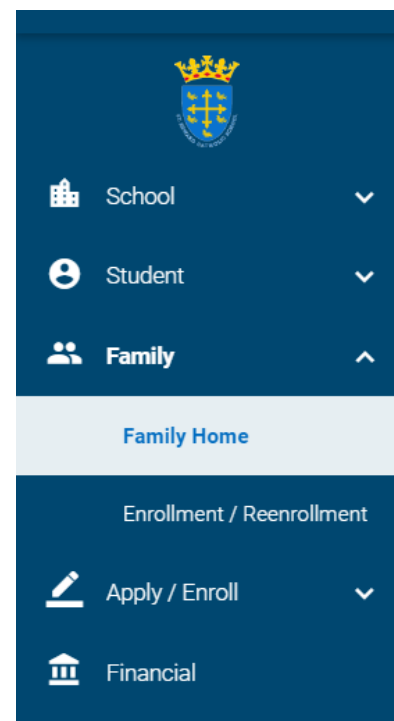


# Parent Service Hours— Now Record on FACTS SIS (RenWeb)!

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



Just follow the below instructions:



## Family Portal Login

District Code:

User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

1. **Login** to your FACTS SIS (RenWeb) account with your username and password. Our District Code is: **sted-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” and “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.
6. Remember to enter the number of **hours** you served and **SAVE** your entry.

\* Date:

\* Hours:

\* Description:

Note:

Verified By:

\* all hours recorded will be verified using the sign in sheets.