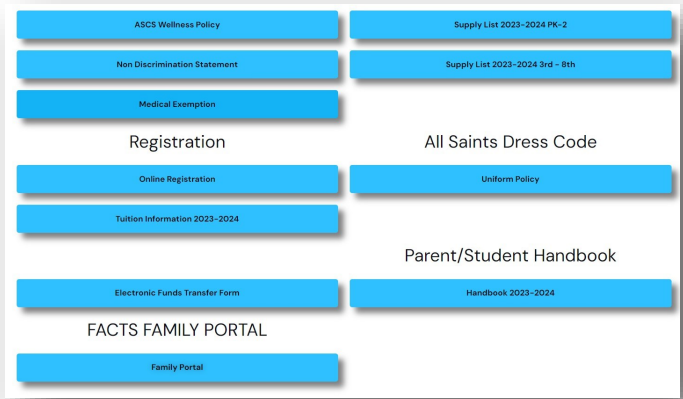


How to Track Service Hours

Step 1 Log onto the FACTS Family Portal:

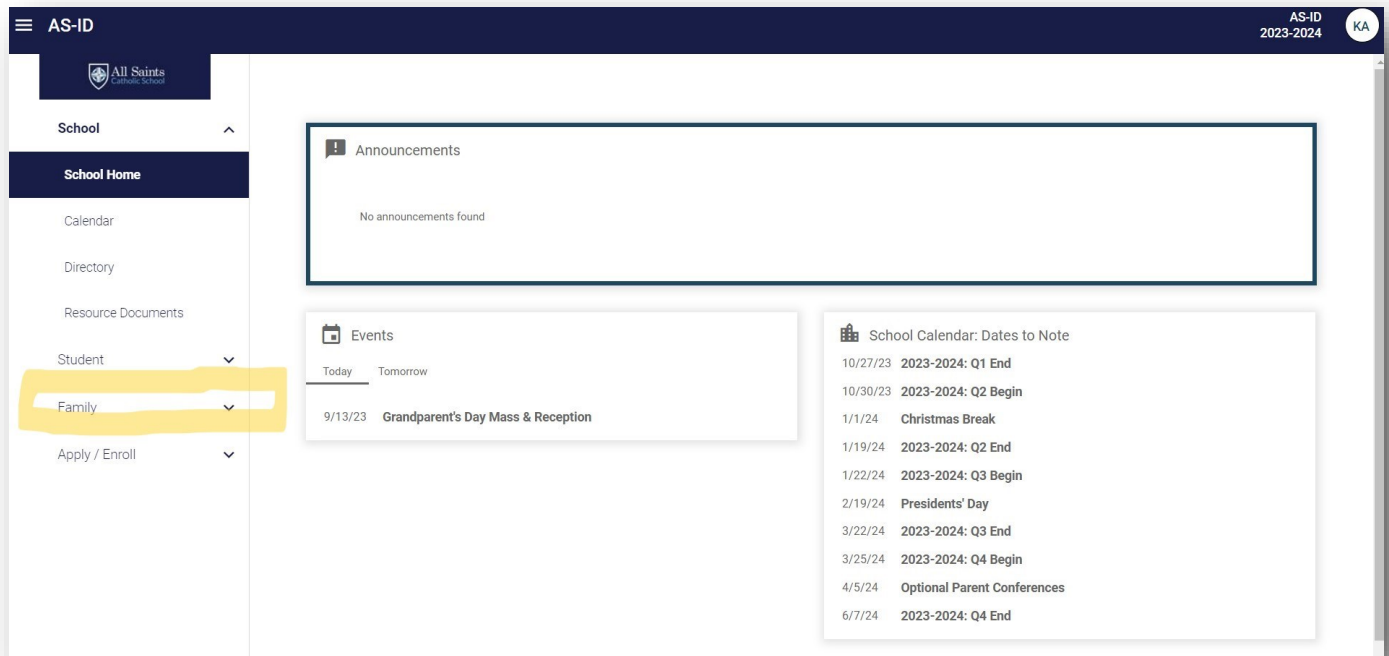
(The link can be found on our website ascsc-pk6.org under Parent Information.)



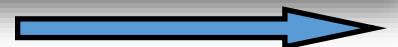
Our District code is: **AS-ID**

Enter the email and password you used for enrollment.

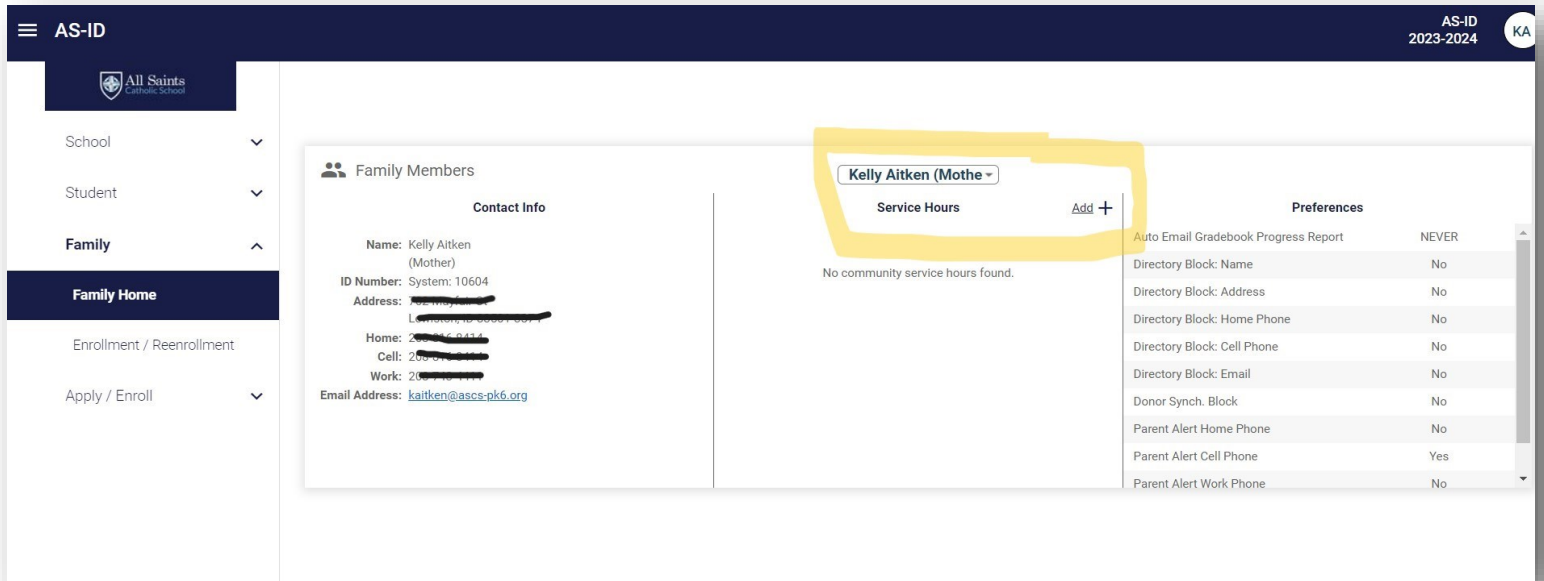
Step 2 Select the "Family" option on the left:



Continued on back:



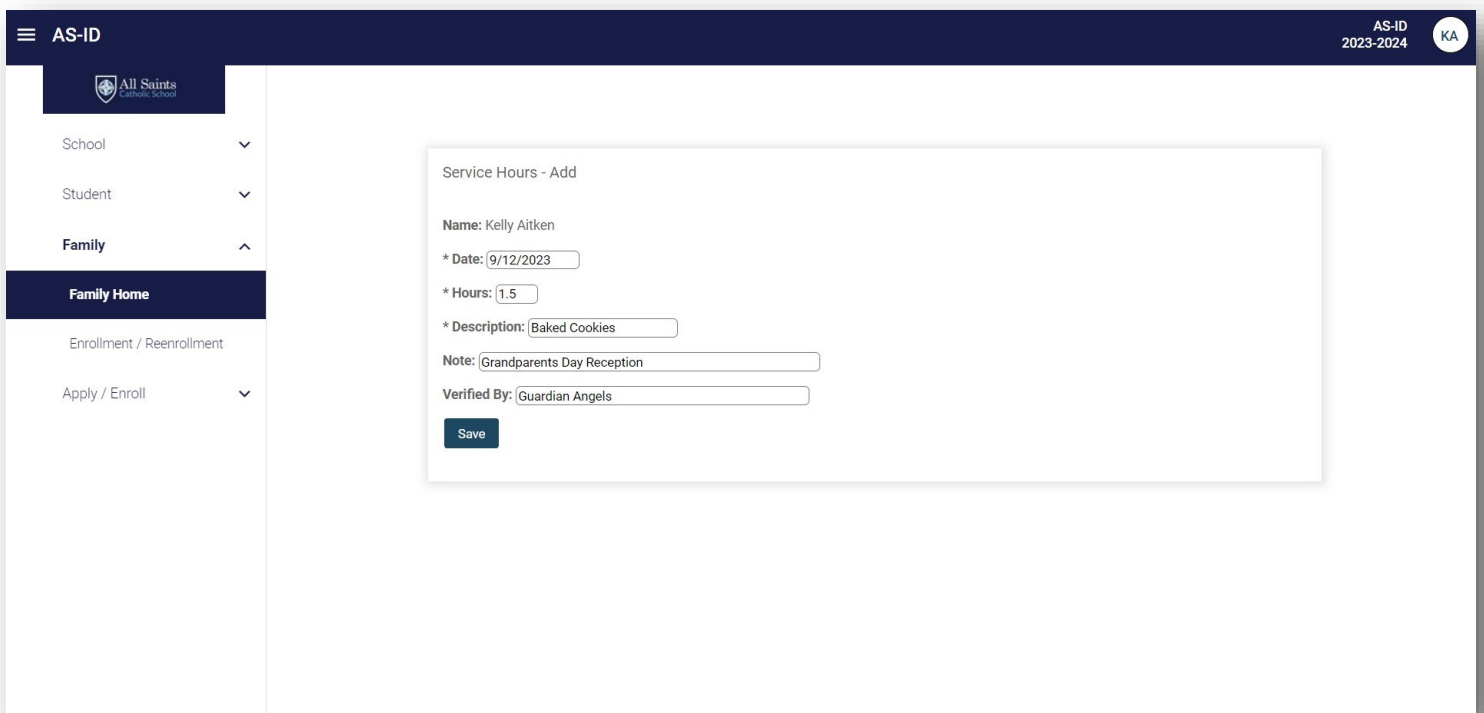
Step 3 Select the family member who completed the service hours:



The screenshot shows the AS-ID interface for a family member. The left sidebar contains navigation options: School, Student, Family, Family Home, Enrollment / Reenrollment, and Apply / Enroll. The main content area is titled "Family Members" and displays contact information for Kelly Aitken (Mother). A yellow box highlights the "Service Hours" section, which currently shows "No community service hours found." and an "Add +" button. To the right, there is a "Preferences" table.

Preferences	
Auto Email Gradebook Progress Report	NEVER
Directory Block: Name	No
Directory Block: Address	No
Directory Block: Home Phone	No
Directory Block: Cell Phone	No
Directory Block: Email	No
Donor Synch. Block	No
Parent Alert Home Phone	No
Parent Alert Cell Phone	Yes
Parent Alert Work Phone	No

Step 4 Enter all information with the amount of hours worked. For the Verification, enter the person, teacher, or group you assisted:



The screenshot shows the "Service Hours - Add" form in the AS-ID interface. The form fields are as follows:

- Name: Kelly Aitken
- * Date: 9/12/2023
- * Hours: 1.5
- * Description: Baked Cookies
- Note: Grandparents Day Reception
- Verified By: Guardian Angels
- Save button