Family Individual Service Hours

Purpose	Maintain family individual service hours as part of the school's volunteer or committee requirements in the SIS.
Background	Basic Navigation and Features
Related Articles	Family Service Hours Report Manage Family Portal Access for Families
Watch a Video	Family Individual Service Hours

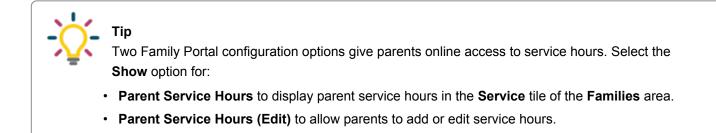
Navigate to Service Hours

From the Family Individual Dashboard, click Service Hours.

Any existing service information displays.

Select View All Years, if available, to view records from all school years.

To review common SIS navigation and screen icons, see Common Filters and Screen Actions.



Add or edit service hours

- 1. Click + to add a service hours record OR click for edit an existing item. The Add Service / Edit Service screen displays.
- 2. Enter a Date.
- 3. Enter Hours.
- Type or select a **Description**.
 If typing a new **Description**, click **Create** to save to the Parent Service Hours list in Defined Lists.
- 5. Click Save and Close.
 - To delete a service record, click **S**, then **Delete**.