



Manistee Catholic Central Schools PCI: Parent Community Involvement

How to Enter Hours through FACTS/Renweb

1. Login to FACTS/Renweb

[Elevating the Education Experience - FACTS Management \(factsmgmt.com\)](https://factsmgmt.com)



This is the same login used for enrollment forms.



Family Portal Login

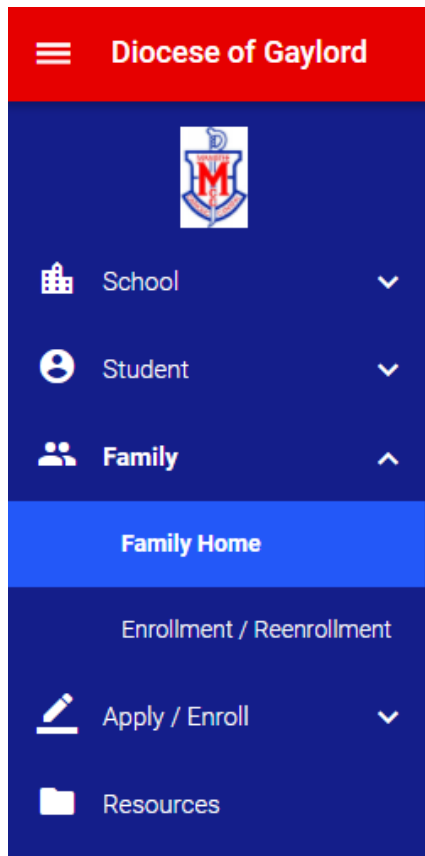
District Code:

User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

2. Use the left drop down menu to select “Family Home”



3. Select the appropriate family member from the dropdown menu in the middle of the screen and add hours.

| Service Hours | | | Add + |
|---------------|----------------------------|-------|-----------------------|
| Date | Description | Hours | |
| 8/18/2020 | Strategic Planning Meeting | 0.5 | |
| 9/9/2020 | HARVEST AD | 2.5 | |
| 10/15/2020 | PCI Hours Record | 5.0 | |
| Total: | | 8.0 | |

4. Fill in the date, hour total, and appropriate volunteer category. “PCI Hours Record” can be used for all entries if no other categories match.

Service Hours - Add

Name: _____

* Date:

* Hours:

* Description:

Note:

Verified By:

- [type a custom value]
- HARVEST AD
- HARVEST ST
- Homecoming
- Homecoming AD
- Homecoming ST
- MCCAA AD
- MCCAA ST
- Paper Truck AD
- Paper Truck ST
- PCI Hours Record**
- Phone-A-Thon
- Santa Shop AD
- Weds. Night Dinner Server

5. Hit “Save” and hours have now successfully been recorded!