

Pinellas County Schools Volunteer System

Quick Guide to updating your profile information

STEP 1 Login into: <https://focus.pcsb.org/volunteer>

STEP 2 Sign on to the Volunteer System using your v.account

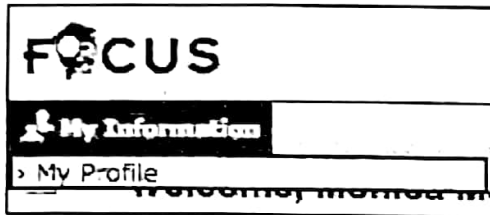
Username: (v. last name first initial – all lowercase)

Username: *Example:* v.smithd

Password: Last Name (first letter capitalized) immediately followed by 4-digit birth year.

Password: *Example:* Smith1975

Click Submit



Click on My Information

Click on My Profile

My profile will open a new page.

General Information: Click on your name at the top to display your first name, last name, username, and e-mail. Click your name once more to make the information disappear.

1. **Profile Categories:** Each tab serves as a different category within the Volunteers profile.
 - a. **Personal:** Contains information such as date of birth, gender, address, emergency contact, etc.
 - b. **Volunteer Activity:** Displays volunteer status, information, and allows for volunteer's to select availability time and school preferences.
 - c. **Volunteer Hours:** Allows volunteers to enter and track their hours.

Profile Tabs on the left of the screen: **Personal, Volunteer Activity and Volunteer Hours**

My Profile allows for volunteers to view and change/add some of your personal information, volunteer activities and enter hours within the volunteer system. You can edit fields (some are restricted) and change information such as: contact information, address change, volunteer activity, dates available etc...

1. To edit/change a field on your profile, simply click within the field and make the desired change. The field that you made edits to will highlight blue (as shown below).

727-777-7777

* Home Phone

727-777-4444

* Home Phone

2. Once you have made a change, click out of the field (press Tab) and you will notice the Save button turns red. Press **Save** to ensure all of your changes are saved before moving to another page.

Please don't forget to log your hours. Every hours counts.



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