

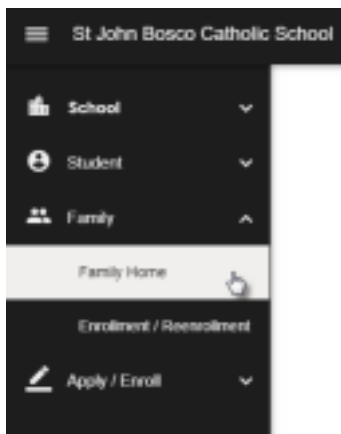
How to Submit Service Hours

1. Log into [RenWeb](#)

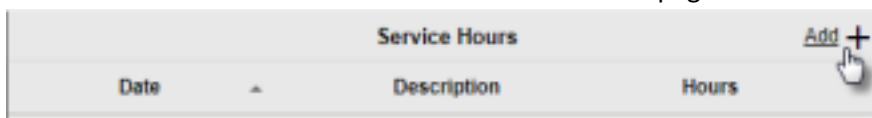


The image shows the FACTS Family Portal Login page. At the top is the FACTS logo, which includes a colorful geometric icon and the text 'FACTS A @net COMPANY'. Below the logo is the title 'Family Portal Login'. The form contains the following fields: 'District Code' with the value 'SUB-AZ', 'User Name', and 'Password (case-sensitive)'. There is a link for 'Forgot User Name/Password?'. Below the fields are three buttons: 'Parent', 'Student', and 'Staff'. At the bottom is a 'Login' button.

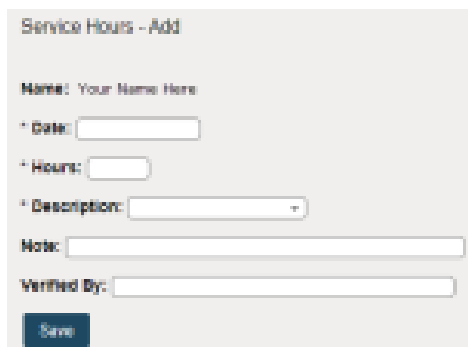
2. Select Family Home in the dropdown on the left-hand menu



3. Click on the Add icon in the Service Hours section of page



4. Fill out the form with the information regarding the service hours and save



The image shows the 'Service Hours - Add' form. It contains the following fields: 'Name: Your Name Here', '* Date:', '* Hours:', '* Description:', 'Note:', and 'Verified By:'. There is a 'Save' button at the bottom.