

Entering Service Hours on ParentsWeb

1. Start by logging into ParentsWeb. You can login directly at <https://logins2.renweb.com/Logins/ParentsWeb-Login.aspx>? or select the ParentsWeb Login link from The Capitol School website.



RenWeb ParentsWeb Login

District Code:

User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

2. Select **Family Information** from the menu.

The Capitol School
Alabama's International School

2828 6th Street
Tuscaloosa, Alabama 35401
Phone: 205-758-2828

Welcome Back: Rachel Walker

School Information

- [School Home](#)
- Calendar
- Classes
- Resource Documents
- Web Forms
- Surveys

Student Information

- Family Information**
- Resources

FACTS

Announcements

Today's / Tomorrow's Events

Today Tomorrow

School Calendar: Dates to Note

5/23/2018 2017-2018: Q4 End

3. Click the **name** of the appropriate parent. You can add service hours for both parents from the same account.

The Capitol School
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2828 6th Street
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Welcome Back: [Name] Logout

School Information

Student Information

Family Information

- Family Home
- Family Profile
- Enrollment / Reenrollment
- Username / Password

Resources

FACTS

Family Information

Rachel [Name] (Parent)

[Name] (Parent)

[Name] (Child)

[Name] (Child)

Contact Info | Service Hours | Preferences

Name: [Name]

Address: [Address]

Home: [Phone]

Cell: [Phone]

Work: [Phone]

Email: [Email]

Online Filing Cabinet

Web Forms | Surveys

[The Capitol School Family Demographic Form](#)

Family Billing has Moved! The Family Billing section has moved to the FACTS section of the website.

[Go To FACTS Section](#)

4. Click the **Service Hours** tab.

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Resources

FACTS

Family Information

Rachel [Name] (Parent)

[Name] (Parent)

[Name] (Child)

[Name] (Child)

Contact Info | **Service Hours** | Preferences

Name: [Name]

Address: [Address]

Home: [Phone]

Cell: [Phone]

Work: [Phone]

Email: [Email]

Online Filing Cabinet

Web Forms | Surveys

[The Capitol School Family Demographic Form](#)

Family Billing has Moved! The Family Billing section has moved to the FACTS section of the website.

[Go To FACTS Section](#)

5. Select **Add Service Hours**.

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Resources

Family Information

Contact Info Service Hours Preferences

Add Service Hours

Date	Description	Hours
10/10/2018	Event Attendance/Participation	1.0
11/30/2017	Event Attendance/Participation	1.0
11/16/2017	Event Attendance/Participation	1.0
11/10/2017	Other	0.5
10/9/2017	Event Attendance/Participation	1.0
9/18/2017	Food/Materials Contributor	0.5

6. Complete the information on the Service Hours form.

- Enter the date in MM/DD/YYYY format.
- You can post-date Service Hours
- Find dates of past events on the School Calendar (<http://www.thecapitalschool.com/calendar.html>)
- If you are unsure of who can verify the work, leave this blank.
- **Save**

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Welcome Back: [Name] Logout

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Resources

FACTS

Service Hours

Date (MM/DD/YYYY) You must enter a complete date.
04/12/2018

Description (Select from drop down box)
IT/Technical Support

Hours
0.5

Note
website work

Verified By
B. Rountree

Save Reset Delete

7. Verify that the new entry on your Service Hours log.

The screenshot shows the website header for The Capitol School, Alabama's International School, with contact information: 2828 6th Street, Tuscaloosa, Alabama 35401, Phone: 205-758-2828. The left sidebar contains navigation links: Welcome Back, Logout, School Information, Student Information, Family Information (with sub-links: Family Home, Family Profile, Enrollment / Reenrollment, Username / Password), Resources, and FACTS. The main content area is titled 'Service Hours' and contains a table with the following data:

Date	Description	Hours	Note/Verified By
12-Apr-18	IT/Technical Support	0.5	website work B. Rountree
30-Nov-17	Event Attendance/Participation	1.0	
16-Nov-17	Event Attendance/Participation	1.0	
10-Nov-17	Other	0.5	
09-Oct-17	Event Attendance/Participation	1.0	
18-Sep-17	Food/Materials Contributor	0.5	
07-Sep-17	Event Attendance/Participation	1.0	
02-Aug-17	Event Attendance/Participation	0.5	
20-Jun-17	Other	0.5	
	Total	7.50	

8. Select **Family Home** to return to the Family Information area. Repeat steps 3-7 to enter additional Service hours.

This screenshot is identical to the previous one, but the 'Family Home' link in the 'Family Information' section of the sidebar is highlighted with a red box. The 'Service Hours' table remains the same as in the previous screenshot.