



SSAES- How to Submit Volunteer Hours

STEP 1: Login to ParentsWeb @ <https://ssaes-ma.client.renweb.com/pwr/>

If you are a new SSAES family, please follow instructions to login to your account.

STEP 2: Once logged in, **under Family, click Family Home**

The screenshot shows the ParentsWeb interface for St. Stephen's Armenian Elementary School. The left sidebar has a menu with 'Family Home' selected. The main area displays 'Family Members' with a dropdown menu. Below this is a table with two columns: 'Contact Info' and 'Service Hours'. The 'Contact Info' column contains fields for Name (Father), ID Number (System: 1201886), Address (Winchester, MA 01890), Home, Cell, and Work. The 'Service Hours' column is empty and contains the text 'No community service hours found.' and an 'Add +' button.

STEP 3: In the Service Hours section, **click Add** and fill in the form. Enter the date of Service, the number of hours you volunteered, along with a Description of the volunteer activity, a Note with additional details (optional), and the name of the Committee.

The screenshot shows the 'Service Hours - Add' form. The fields are: Name (redacted), Date (7/22/2019), Hours (2), Description (Created document), Note (Created document with instructions for entering hours into), and Verified By (Technology Committee). A 'Save' button is at the bottom.

Click Save when finished. Thank you for submitting your volunteer hours!