

Parent Service Hours Record on FACTS SIS (Renweb)

Each family is responsible for 15 hours and must document them on FACTS SIS



Family Portal Login

District Code:

User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

Parent Student Staff

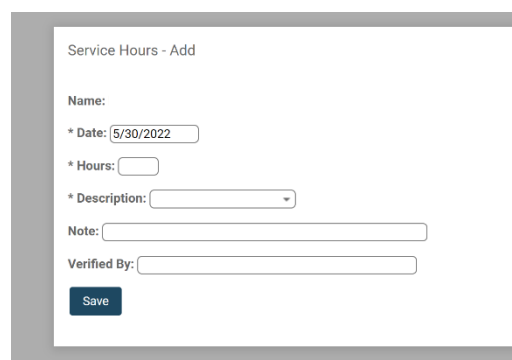
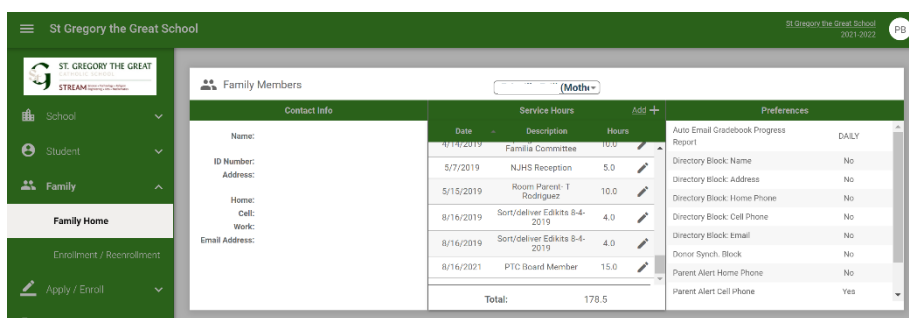
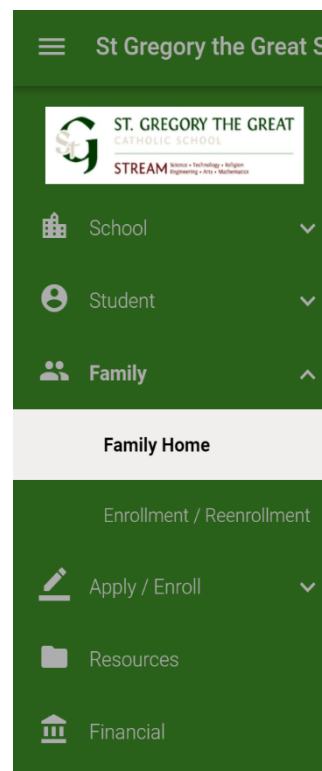
Login

[Create New Family Portal Account](#)

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Follow the instructions below:

1. Login to your FACTS SIS (Renweb) Account with your username and password. Our district code is **SG-TX**.
2. Click on “Family” on the main page.
3. On the “Family” page, you will see a dropdown option with names for each parent and child in your family. Click on the name of the individual who volunteered time.
4. You will see tabs for “Contact Info” & “Service Hours”. Click on “ADD” near “Service Hours.”



5. Select the appropriate category for description box. If you do not see an accurate description of your contribution, you may select “Other Donation of Service” and add a description in the “Note” section.
6. Remember to enter the number of hours you served and SAVE your entry.