



Logging Family Service Hours

Our new FACTS system allows families to easily keep track of their hours with only a few clicks. We are asking all families receiving a scholarship to start logging their required service hours in FACTS.

Hours can be logged from your phone, tablet, or computer. The FACTS Family app is no longer supported by FACTS so we do not recommend using the app to log hours.

***Try it out- go ahead and give yourself 1 hour just for testing it out!**

1. Log into your FACTS family portal
2. Click on Family

The screenshot shows the Pine Harbor Christian Academy website. The navigation menu on the left includes: School Home, Calendar, Directory, Resource Documents, Web Forms, Student, Family (highlighted with a red circle), Apply / Enroll, and Financial. The main content area features the school logo and name, and an announcements box.

3. To the right of the screen you will see service hours. Click the add + button.

Date	Description	Hours	Service Hours
7/15/2022	New Building	1.0	Add +

4. Fill out the form and click save. It's that easy!

Service Hours - Add

Name:

* Date:

* Hours:

* Description:

Note:

Verified By: