W.E.L.L Hours Submission

1. Open your browser and navigate to http://www.phoenixchristianschool.org

2. Click on "Parent/Teacher login" (Blue oval) at the top-left of the page.

3. The "Login Form" will appear Enter your "username" and "password" then click on

"Login" (**previous users skip to #8**).

4. For all users: The default password has been set to "**Earlyegret8**" without the quotes. The first time you log in for the school year you will be required to change your password.

5. To change your password, type a new password in the "password" field then retype the password again in the "verify password" field.

6. Click on the "save" button at the bottom of the form to save your changes.

7. You will now be taken back to the main page.

---

8. To input your WELL hours, find the "Parents" menu heading located on the menu bar near the top of the page. Roll your mouse over the heading and the menu will expand. Next you will click on "W.E.L.L." This will bring up a page with links to enter your hours and view your hours.

9. Enter Hours: The form consists of 3 required fields (**Note: The Name field will be pre-populated with your name**)

a. Volunteer Date: Click the little calendar icon to choose the date for the hours volunteered (Note: the date picker just does not work sometimes, in this case please type the date manually in mm-dd-yyyy format.

b. Volunteer hours: Enter the number of hours for that date

c. Description: Describe the type of volunteer hours performed

10. When all fields are filled in, click on the "Submit" button at the bottom of the form.

(**Note: Clicking the "Reset" button will clear the form of any data entered.**)

11. After submitting the form you will be taken back to the "W.E.L.L hours" summary page

where you can see the hours you just entered

12. If you need to change any of the data you entered click on the "edit" link (Pencil image in

last column on right) for that particular record. Now make your changes and resubmit the

form.