

Log Volunteer Hours Online

We have a much more user-friendly volunteer hour portal this year. ALL volunteer hours must be logged using our online portal.

Every family will need to register. If you had an account last year, it is no longer active, and you will need to register as a new user.

1. To register visit our school website: www.stmarym.org
2. On the menu, click "Parents"
3. From the drop down, click "My Volunteer Hours"
4. Scroll down to green buttons and click "Register"
5. Enter your family information and click "Submit"
Please note, one account per family
6. You will receive a confirmation email. Click the link in the email and copy your system generated password. (It will be LONG)
7. Return to the log-in page and enter your username (email) and paste in your password

To change your password: Sign-in with the password sent to you and go to the bottom left hand corner of the web page. Click on "Dashboard". Scroll down to "New Password", select button "Generate Password". A new password will be generated for you, but you can click in the box and change it to a password of your choosing. If you are choosing a simple password, you may have to check a box to "Confirm you are using a weak password" **THEN hit Update Profile.**

8. You should now be in the Volunteer Portal. From here, you can enter hours from the School and Parish drop down menus. You will be able to see where you stand with hours every time you log in. There will be no delay in the visibility of your volunteer hours.

If you have any questions about hours or are having difficulty logging in, please contact Kristin Moore at kmoore@stmarym.org