

HOW TO LOG MY HOURS

1. Go to www.presidentialserviceawards.gov
2. Click on "Track Your Hours" (near the bottom right; there is a picture of a girl's face)
3. Enter a username and create a password
4. Enter your first and last names
5. Enter your age
6. Click "Create My Record of Service"
7. On the next page which says "Welcome to Your Volunteering Home", under "Your Account," click "Edit"
8. On next page, **YOU MUST ENTER** Reagan's **Record of Service (ROS) Key** which is **KSN-21065** (this creates a link between you and Reagan High School and it is the only way Mrs. Sorenson can view your hours and know that you are trying to earn the award!)
9. Click "Update Profile"

NOW YOU'RE READY TO ENTER YOUR SERVICE HOURS

10. At the top tab, click "My Service"
11. Click "Create New Record"
12. Enter your hours served
13. Click "Add this Activity"

Please email Mrs. Sorenson at jackiesorenson@aol.com **every time** you enter any service to let me know. The electronic system for logging hours is new, and we all are getting used to it. Thank you.

Watch for emails from Mrs. Sorenson concerning PVSA news.

Any questions, please email Mrs. Sorenson.