

Existing Volunteers – Reactivate Volunteer Status

- STEP 1** Login to Focus/SIS web address: <https://focus.pcsb.org>
- STEP 2** Sign on to FOCUS SIS using your **v.account** (v. last name first initial – all lowercase)
- Username Example: v.smithd _____
- Password Last Name (*first letter capitalized*) immediately followed by 4-digit birth year.
- Password Example Smith1975 _____
- STEP 3** Click on “Volunteer” (upper left hand corner)
- STEP 4** Answer the questions to activate for the new school year.
- STEP 5** **LOG OUT** in bottom right hand corner

If you have any questions or are having difficulty logging into the Focus system, please contact Jackie Brochman, SHS Band Volunteer Coordinator at jacquelyn.brochman@duke-energy.com