

## PRESIDENTIAL SERVICE AWARD ACCOUNT SET-UP INSTRUCTIONS



### Why do we use this website?

1. It allows you to check how many hours you have whenever you need to know, to print out a record of your hours anytime you'd like and allows you to earn the Presidential Service Award in addition to your servant distinction.
2. It is the system that allows Mrs. Martin to keep track of your hours for both the Presidential Service award AND graduation distinction.

### How to create an account:

1. Use Internet Explorer. If you get an error message cautioning you that the site is not an approved one, it is ok to go ahead and go to the site. The web address is: <http://www.presidentialserviceawards.gov>. (Don't forget the "s" on the end of "awards.")
2. Click on "Login" at the top right corner of the page.
3. On the right side of the page, under "Not yet registered?" click on "Sign up for your volunteer record here."
4. Click the box that says "Are you 14 years of age or older?" Complete the rest of the form.
  - For user name, be sure to use your entire **St. Andrew's e-mail address**.
  - You can choose any password you like, but pick something easy to remember, and it IS case-sensitive.
  - Please complete step 3, **put your first and last name and indicate your age**, even though they are optional. Enter your age where it asks you. (see above.)
5. Click on "Create My Record of Service".
6. One last step:
  - Click on the "Profile" tab. Where it says "RECORD OF SERVICE KEY" you will enter the following code: **QWL-7241**. This allows Mrs. Martin to view and approve your hours. **If you do not put in this code, the school will not be able to track your hours.**
  - **Complete the rest of this page. Choose "NO THANKS" under "keep me informed."**
  - **Be sure to complete your first and last name, city and state.**

#### My Profile

To update your profile, use the options below. For all President's Volunteer Service Awards you need to complete all the information below. [View Privacy Policy](#)

#### Your Profile

First name:	<input type="text" value="Clint"/>
Last name:	<input type="text" value="Hagen"/>
Your Certifying Organization:	<input type="text" value="QWL-7241"/>
<small>Name: St. Andrew's Episcopal School Address: 9811 Eastbourne Road</small>	

## CONGRATULATIONS! YOU ARE NOW SIGNED UP TO LOG YOUR HOURS.

### To log your hours:

1. After you log in, click the "My Service" tab. This is where you'll see any previously entered hours. Click "Create New Record"
2. Give yourself 1 free hour. Fill out the form. The hour of service will be "Education." The location will be St. Andrew's Episcopal School. You **must** fill in the required fields. It is very helpful if you choose the "Presidential Priority Service Area" and the "Specific Area of Service"; but if you don't know what to choose, you can just leave it blank.
3. For any future hours you wish to submit, you will **still need to fill out the school's community service form and turn it into Mrs. Martin. Blank forms are posted on the bulletin board outside Mrs. Martin's office next to the faculty lounge, or are available for download from her teacher webpage.**