



HOW TO ENTER STUDENT SERVICE HOURS

Wesleyan Students and families can log their service hours by using the Wesleyan Christian Academy App or from their Family Portal via Ren-Web/FACTS.

Using the Wesleyan App



1. Navigate to the Wesleyan App on your phone.
2. Scroll down and click on the SERVICE area in the app.
3. Login to the Family Portal using the following information:
 - **District Code:** WCA-NC
 - Username:
 - Password:
4. Select the family member you will enter service hours for from the dropdown menu.
 - You will see your student's picture and demographic information. Directly below the demographics section, you will see **Service Hours**.
5. Click on the **Add +** next to the **Service Hours** title.
6. Enter the following information:
 - **Date:** Enter the date your child completed the community service.
 - **Hours:** Enter the number of hours your student served.
 - **Description:** Enter the name of the service organization.
 - **Note:** Briefly describe the community service.
 - **Verified By:** Enter the name and phone number of the project supervisor.
7. Click **Save**

See the next page for instructions on how to log service hours using the Wesleyan website.

Using the Wesleyan Website

1. Navigate to www.wcatrojans.org
2. Click on **Campus Life > Parent Links**
3. Click on **FAMILY PORTAL LOG IN**
 - **District Code:** WCA-NC
 - **Username:**
 - **Password:**
4. Click on **Family** in the left-hand menu bar
 - Click on **Family Home**
 - Select the family member for whom you will enter service hours from the dropdown menu.
 - You will see the
5. You will see the **Service Hours** section to the right of your student's photo and contact information
 - Click the **Add +**
6. Enter the following information:
 - **Date:** Enter the date your child completed the community service.
 - **Hours:** Enter the number of hours your student served.
 - **Description:** Enter the name of the service organization.
 - **Note:** Briefly describe the community service.
 - **Verified By:** Enter the name and phone number of the project supervisor.
7. Click on **Save**.