1. Log into FOCUS with your **Student Id**
2. From the Forms menu, select **Community Service Hours Student Tracker**

   ![Community Service Hours Student Tracker Form](image)

   3. Review the **Student Information**. Your **Student ID, First Name** and **Last Name** should be automatically populated. If not, please contact your school. Select your **School** and **Graduating Class** from the appropriate drop downs. If either drop down does not contain any option, please contact your school. Enter your **Student Email Address**. All of this information is required.

   ![Student Information](image)

   4. Next, complete the **Community Service Information**. All of the information is required. Do not leave any fields blank. Please follow the instructions.

   ![Community Service Information](image)

   5. Sign the form by clicking in the signature box.

   ![Signature Box](image)

   6. You must upload proof of service with a signature or upload an email confirmation. Your form will be denied or returned if information is missing or you do not upload the required document.

   ![Upload Document](image)

   7. After all information is completed and you have uploaded the document, return to the top of the page and click on **Submit Request**.

   ![Submit Request](image)