ST. FRANCIS DE SALES SCHOOL

Track It Forward Step-by-Step Setup Guide

Signing Up

- Go to https://www.trackitforward.com/site/st-francis-school
- A new page will come up asking you to Sign In. If you've never used the site before, you will have to create a new account. Select "Sign Up" under the orange "Sign In" button.
- Enter your email address, password, first name, last name, phone number, **the youngest or only child attending St. Francis (either yours or of the family that you are working for)**** *CRITICAL, THIS IS HOW HOURS ARE APPLIED***, and lastly, the logging type (select 'student no parish grant' if you don't receive subsidy, and 'student parish grant' if you do) then select "Sign Up".
- You will then see your home page, which is an Hour Logging page (this is the page you will see upon logging in).

Entering Hours

- Enter your hours accumulated for that shift (Example: 1.5 hours).
- Select the date for the shift. NOTE: You can add in shifts retroactively.
- Select your Activity. NOTE: If you did multiple activities during your shift, either select the activity you did MOST or create separate entries for each activity.
- **If your activity isn't listed, select "Other" and enter a description in the "Notes" section.**
- Select "Submit Time"

Signing up for Events

- Select "Event Sign-Ups" from the upper tab to see available events that have signups associated with them.

Other Uses for the Site

- On the log hours screen, to the right under "Timesheet" you can view a graphical representation of your total number of hours accumulated (year to date)
- Select "Charts" from the upper tab to see a visual representation of your hours
- Select "Account" from the upper tab to see your profile, update your information etc.

Mobile App

- There is a free mobile app available that can be used to log your hours. (You must create an account the website first).
- All other functions (profile updates, exporting data, viewing charts and milestones) must be done on a computer.

Forgot Password

- You can go here**:** https://www.trackitforward.com/user/password to retrieve it**.**

If you have any questions, please contact Dave Stenson (dstenson@cdeducation.org)