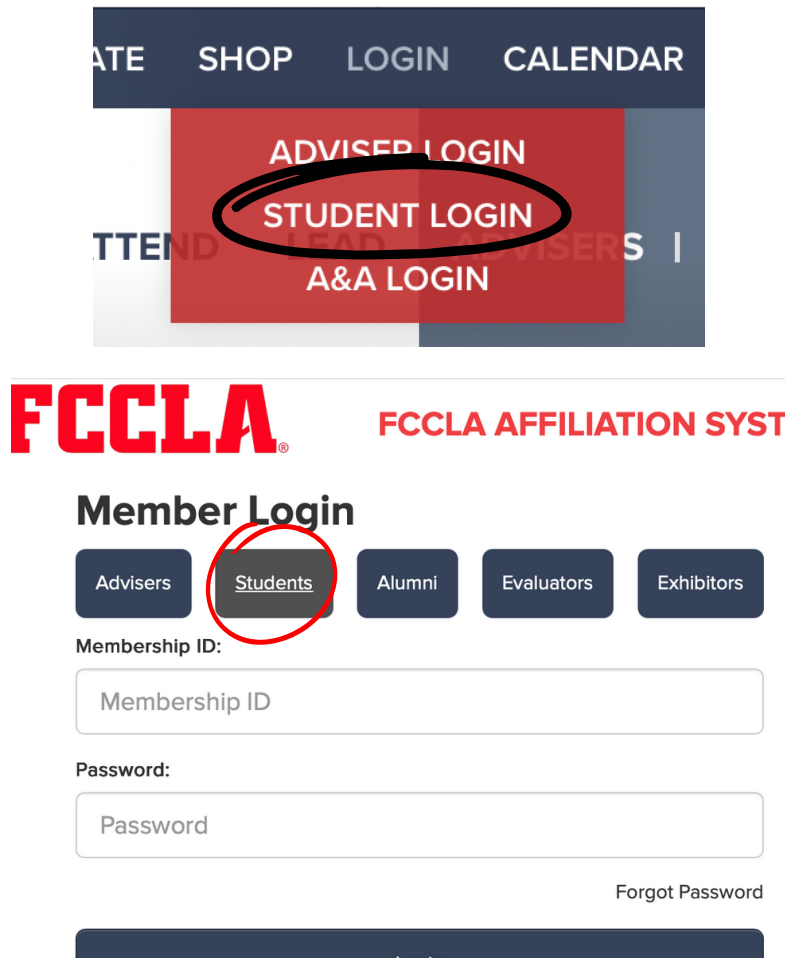


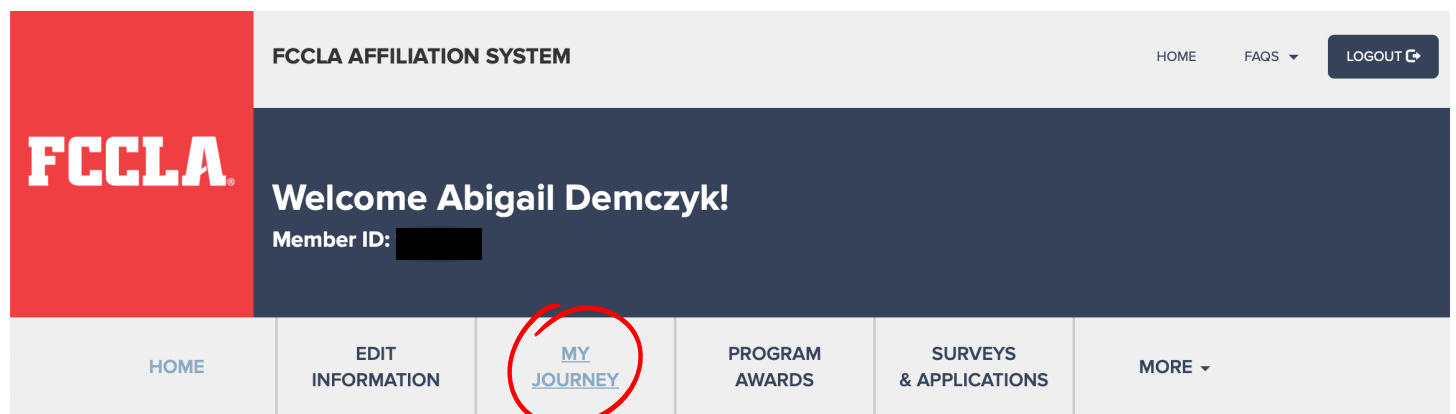
How to track your Service Hours in your FCCLA Portal

Step 1: Log into your FCCLA Portal! This is located on fcclainc.org under “Login.” Make sure you select “Student Login”!



The screenshot shows the FCCLA Affiliation System login page. At the top, there is a navigation bar with links: HOME, SHOP, LOGIN, and CALENDAR. Below this, a red box contains three login options: ADVISED LOGIN, STUDENT LOGIN (circled in red), and A&A LOGIN. The main heading is 'Member Login'. Below it are five buttons: Advisers, Students (circled in red), Alumni, Evaluators, and Exhibitors. There are input fields for 'Membership ID:' and 'Password:'. A 'Forgot Password' link is located below the password field. A dark blue 'Login' button is at the bottom.

Step 2: Once you’ve logged in click on the tab, “My Journey”



The screenshot shows the FCCLA Affiliation System dashboard. The top navigation bar includes the FCCLA logo, the text 'FCCLA AFFILIATION SYSTEM', and links for HOME, FAQs, and a LOGOUT button. The main area displays a welcome message: 'Welcome Abigail Demczyk!' followed by 'Member ID: [redacted]'. At the bottom, there is a horizontal menu with tabs: HOME, EDIT INFORMATION, MY JOURNEY (circled in red), PROGRAM AWARDS, SURVEYS & APPLICATIONS, and MORE.

Step 3: Scroll to the bottom of the page until you reach, “My Service”

My Service

Add to My Service

CSV PDF Print

Showing 1 to 16 of 16 records

Search:

Date	Event Name	Detail	Hours	Delete	Edit
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Step 4: Click on the dark blue button labeled, “Add to My Service” (this should take you to another page).

HOME EDIT INFORMATION MY JOURNEY PROGRAM AWARDS SURVEYS & APPLICATIONS MORE

Back

My Service

Service Date **Required**

Date

Event Name **Required**

Event Name

of Hours **Required**

Hours

Details

Small description of what you did

Save

Step 5: Fill in all the required information. This includes the date of the service, a title of what you did, how long you did it, and a small description. Don't forget to click save!