

Hour Republic Student Instructions



To sign up:

Step 1 Navigate to <u>www.lakeheadschools.ca/classroomwebsites</u>

Step 2 Login with your student username and password

Username: the first 8 letters of your first name and the first 8 letters of your last name and the month and day of your birth as two-digit numbers

Password: your first and last initial (in lowercase), a hyphen, and the last six digits of your Lakehead student number

Example: Alanis Morissette, born June 1, 1974 will be **alanismorisset0601** Her Lakehead student number is 301415927, so her password is **am-415927**



Step 3 Select Hour Republic from the navigation options



Step 4 Register for Hour Republic

(If you already have an account, you may be taken directly there, or you may have to log in... scroll to the very bottom for the login link.)

Check: your OEN, school email address, and username should be auto-populated

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School Board / Institution *	
Lakehead DSB (LDSB)	^
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Lakehead DSB (LDSB)	

Student Registration

Choose: you will need to select

- ✓ School board (Lakehead DSB)
- ✓ School / Program (your high school)
- ✓ Year started (first year of high school)
- ✓ Choose a password

Step 5 Complete registration

Accept the user agreement, submit the captcha if necessary, and **Register**



To Enter Hours:



Step 2 Add an optional label, and choose "Volunteer" for the type:

	optional	Cancel Save Save	and Submit
Label	Label	choose Volunteer	
Category *	Volunteer		~

Step 3 Search for your **organization**, or add a new one if necessary.

If you helped a person (not an organization), just enter the person's name for the Organization and Supervisor.

Search for organization		÷
Organization *	Name	
Supervisor *	First Name	Last Name
Supervisor email *	Email	
Supervisor phone	Phone	
Student Position *	Position name	

Step 4 Enter other details: Skills learned, description.

Step 5 For the type of hours, use **Shift** to include a date with a start/end time (this will calculate the number of hours for you) or **Block** to enter a date with the hours on your own.

Add a parent or guardian email, verify eligibility, and press **Save and Submit**.

		Cancel	Save	Save and Submit	
Type of Hours *	shift Shift or b	lock		×	
Parent/Guardian Email *	person@email.com				
Start *	04 - 11 - 2024 苗 09 : 00 AM 🗙				
End *	04 - 11 - 2024 🖿 05 Verify ×	Save	and	Submit	
Total Hours *	8.00 mours	ty criteria f o	or commu	nity involvement.	