

To sign up:

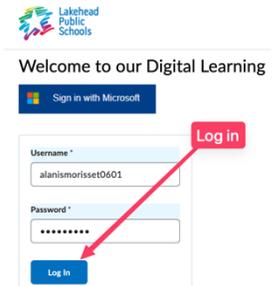
Step 1 Navigate to www.lakeheadschoools.ca/classroomwebsites

Step 2 Login with your student username and password

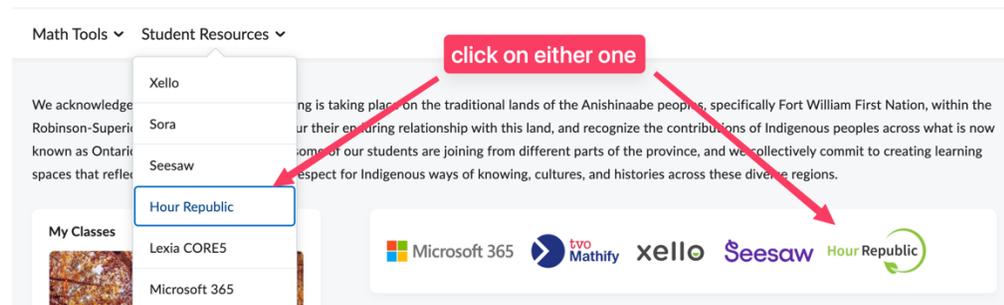
Username: the first 8 letters of your first name and the first 8 letters of your last name and the month and day of your birth as two-digit numbers

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



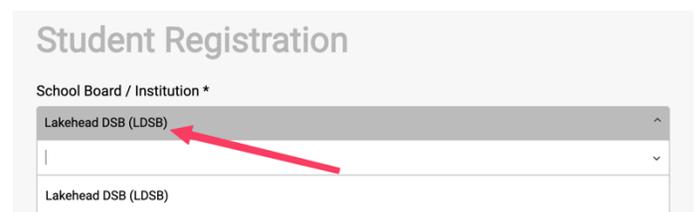
Step 4 Register for Hour Republic

(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

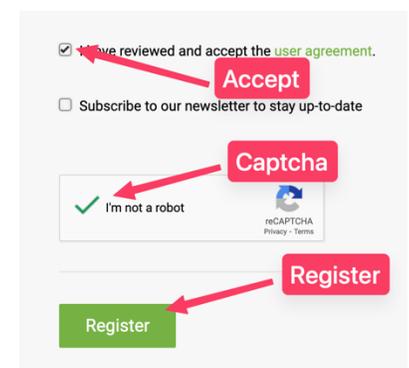
Choose: you will need to select

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

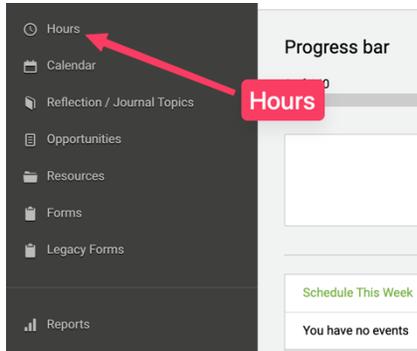


Step 5 Complete registration

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

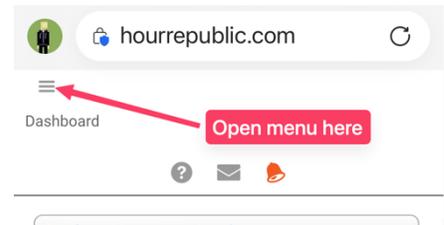


To Enter Hours:

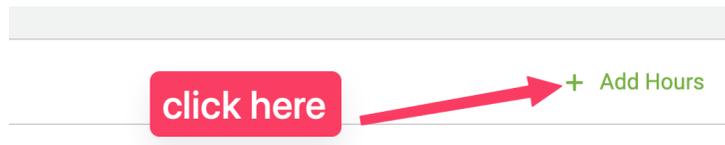


Step 1 Select the **Hours** menu option on the left-hand side of the screen.

If you are on a mobile device, open the **menu** first



Then select **Add Hours**

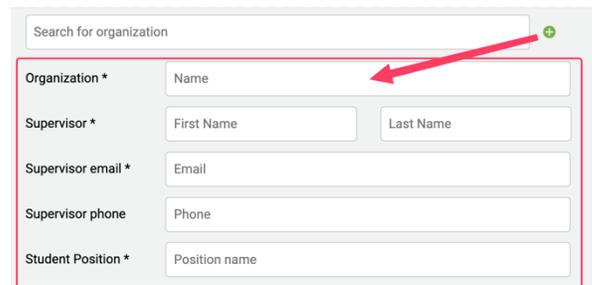


Step 2 Add an optional label, and choose “**Volunteer**” for the type:



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.



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**.

