

# Parent and Student Quick Start Guide



## STEP 1: SIGN UP AT PROFFERFISH.COM

1. Select **LOG IN** from top navigation
2. Select “**Don’t Have an Account? Sign Up**”

- i** Your name **must** match your EDSBY profile **exactly**
- i** **Do not** use your HCPS email, use a private email
- i** Students & Parents use the **same** dashboard

## STEP 2: DISCOVER NONPROFITS & SERVICE OPPORTUNITIES

### Pre-Approved Nonprofits & Organizations

View pre-approved Nonprofits and associated service opportunities.

### Pre-Approved Service Opportunities

Quickly and easily see ALL service opportunities.

### Submit a New Nonprofit or Service Opportunity

If you discover a Nonprofit or service opportunity that is not pre-approved, submit it to your counselor for approval here.

## STEP 3: GET YOUR HOURS APPROVED AS EASY AS 1, 2, 3

1

My Florida Bright Futures Plan

### First, create your plan:

Take a minute to complete this short plan. You won't be able to submit hours to your counselor for approval without it.

2

Enter Agency Signature, Student Signature & Reflections

### After completing an activity, enter:

- Date, time & hours volunteered
- Agency representative info
- Your signature
- Your reflections on the activity

3

Add a Parent/Guardian Signature & Submit for Approval

Once you have completed the first two steps, **your parent or guardian just needs to click on the thumbs up icon** and sign. It will then be sent to your counselor for approval. **Congratulations!**

For FAQs and tutorial videos, please visit <https://www.sdhc.k12.fl.us/doc/2785>

