

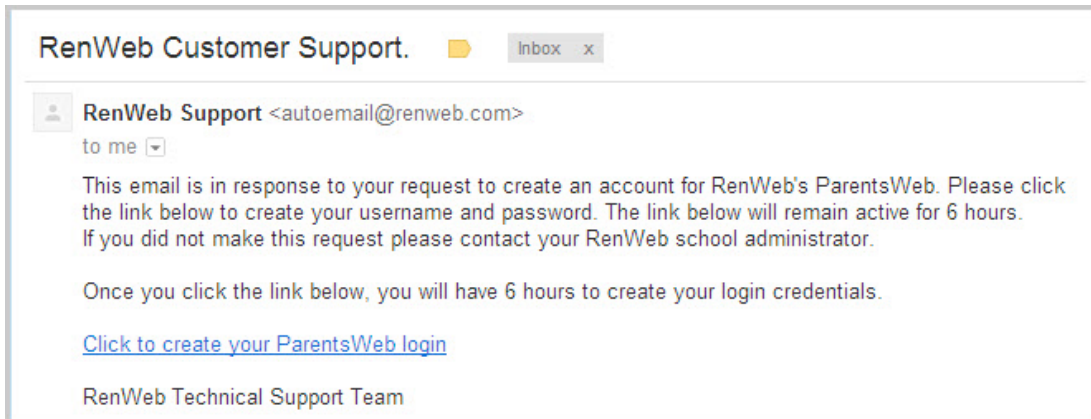
Accessing ParentsWeb

RenWeb School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

RenWeb's ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here's how to access our easy-to-use **RenWeb ParentsWeb**:

- Make sure that the school has your email address in RenWeb.
- In Internet Explorer, Firefox, or Safari, go to www.renweb.com and click **Logins**.
- Type the school's **District Code** **GRACE-NC**
- Click **Create New ParentsWeb Account**.
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your ParentsWeb login. The link is active for 6 hours.



- Select the **Click to Create your ParentsWeb login** link. This link is valid for only 30 minutes.
- A web browser displays your **Name** and RenWeb **Person ID**.
- Type a **User Name**, **Password**, and **Confirm** the password.

Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>
				<input type="button" value="Save User Name and/or Password"/>

- Click **Save User Name and/or Password**.
A message displays at the top of the browser, "**User Name/Password successfully updated.**"



User Name/Password successfully updated.

Change/Create Password

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password"/>	<input type="button" value="Save User Name and/or Password"/>

- You may now log in to ParentsWeb using your new User Name and Password.
- ParentsWeb allows you to access:
 - Student attendance and daily grades
 - Progress reports, reports cards and transcripts
 - Lesson plans and homework
 - School events and lunch calendar

After your ParentsWeb is Set up:

Important ****Parent Alert Permissions****

The Parent Alert is a notification module within Renweb that is used for emergency notifications to parents. Parents set their preferences for how they would like to receive notification.

Select the “Family Information” tab on the left side

Open the Family Demographic Form (located within Online File Cabinet box)

Click on the Custodial Parent tab

Scroll down to “Parent Alert Options”

Phone options allows you to choose the phones you wish to receive a voice mail message for school closings, delays or other emergency notifications. Select “yes” to phone options.

The text message option is set up automatically as “No Text”. If you wish block texts, select “yes”. If you wish to receive a text message for emergency notifications, select “no”.

Online Lunch Ordering Instructions thru ParentsWeb

- Login to your [ParentsWeb](#) account. (Note: Our district code is “GRACE-NC”)
- Click on “STUDENT INFORMATION” located left column of page.
- Click on “LUNCH”
- Go to top right of calendar and click on CREATE WEB ORDER — note, if you have more than one student enrolled, you will be able to order for all students. Continue to scroll down to enter orders for other students.
- Choose and select items, inputting the appropriate quantity. After you have entered a quantity, **use the tab key to advance**. If you use the “enter” key, RenWeb will assume you are done ordering.
- Please continue to scroll ALL the way down and click on the SUBMIT PAYMENT button.
- Scroll to the bottom of the page and click the PAY button and input the appropriate payment information.
- Once payment is made, you **cannot** edit or make changes to your order.
- You will receive an email confirming that your order was submitted successfully.

**** Unless you follow these steps, your order will not process correctly **** To confirm that the order has processed correctly, you can return to the lunch calendar to verify that the days you ordered appear in “blue”

ParentsWeb Annual Reenrollment Instructions

Because you need to verify personal and confidential information, re-enrollment must be done through your RenWeb ParentsWeb account.

Enter district code (GRACE-NC)

User Name

Password

Click on Login

Click on Family Information

Click on Enrollment/Reenrollment

You will be prompted to check off each student you are re-enrolling. You will then proceed through a number of screens that will ask you to confirm your student and family information.

Note: if you are enrolling a sibling as a new student, you will need to create an application for the new student.