

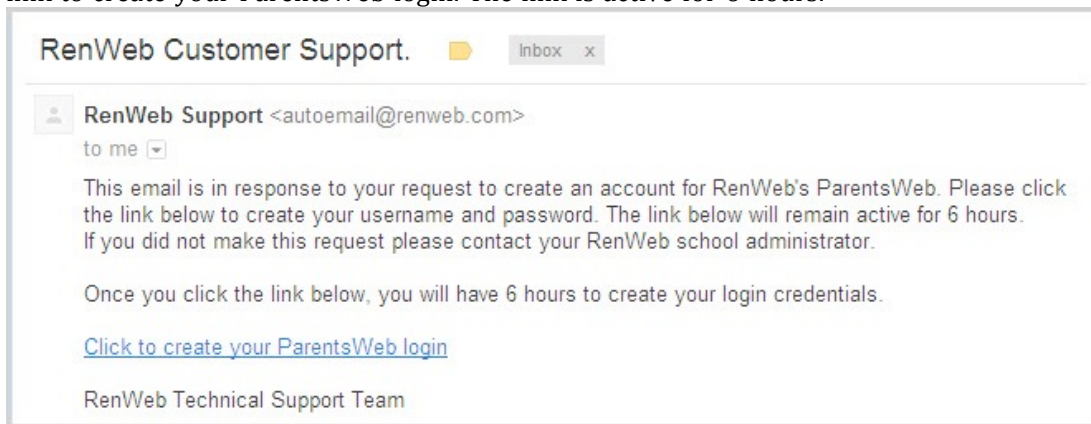
# Accessing ParentsWeb

**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**:

- If you accessed ParentsWeb last year your credentials should still work. If you have forgotten your credentials when you go to login click **Forgot Username/Password?** and follow the instructions. If none of this works contact Pam Autry in the Front Office.
- If you have not accessed ParentsWeb, you must use the email listed in your RenWeb record. If you did not provide the school with an email address please email one to Pam Autry at [pautry@saintbenedictschool.org](mailto:pautry@saintbenedictschool.org). Each parent should have a unique login! If you prefer not to have an email in your RenWeb record you may contact Pam and ask her to set you up with a username and password independent of email. Please note that many important school communications are sent via email.
- In Internet Explorer, Firefox, or Safari, go to [www.renweb.com](http://www.renweb.com) and click **Logins**.
- Type the school's **District Code SB-VA**
- 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.
- 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.**"

<b>User Name/Password successfully updated.</b>				
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"/>

- You may now log in to ParentsWeb using your new User Name and Password.
- ParentsWeb allows you to access:
  - Student attendance, daily grades, and homework
  - School events and lunch calendar
  - When the new website stands-up - the password protected part of the site.

**Ordering Lunch** – Lunch is offered on Tuesdays and Fridays. Every two months a lunch calendar is published and ordering is open for a published period. Watch for notice in the Tuesday newsletter. Ordering for September/October should be available August 20– 31, 2018.

- Once in ParentWeb Select **Student Information**. If you have more than one student you will see a tab for each student.
- Select **Lunch**
- You will see a calendar with the lunch items offered each day listed.
- Go to the week you want to order lunch. Click **Create Web Order**. You will have to do one for each week.
- Select the quantity of each item you wish to order and then click **Order Items**. Remember to repeat for each week.
- To order for a second student click the tab and repeat the process.
- Items you have ordered are in blue and you can review these anytime and change your order up until the order deadline. If the Student Information main screen you will see lunches ordered for the current week.

#### Family Service Hours

- To record service hours go to **Family Information – Family Home** and select the **Service Hours** tab.
- Click **Add Service Hours**
- Complete the form and save. Note that to be properly recorded all service hours must be recorded within the school year. **For 2018-19 hours before 8/21/2018 please use a date of 8/21/2018 and put a note about the actual date.**