

Instructions for the FACTS/RENWEB Parent Portal

How to create a parent account:

- Go to www.renweb.com.
- Once there, click on the drop down menu in the upper right hand corner of the page labeled "Log In" and select "ParentsWeb Login".
- Click "Create New ParentsWeb Account"
- Input the district code: CF-NY
- Input the email address that you have on file with Chapel Field, then click "Create Account"
- A confirmation email will be sent to your email address. That message will contain instructions and a link that will direct you to a page where you can create your user name and password. The link will only be active for six hours.
- After successfully creating a user name and password, repeat steps 1 & 2 and enter user name and password. Click "Log In".

Viewing your student's information:

- Once logged in, click on "Student Information"
- The following categories are active and may contain pertinent information regarding your student:
 - "Grades" - This section gives parents the ability to view their student's grades within the teacher's grade book (under "Grade Book Report"). Classes can be selected from a drop down menu. Please note, not all Chapel Field teachers utilize the RenWeb grade book, thus, some classes may not contain any data in the "grades" category. Furthermore, please understand that some teachers may update daily, while others update on a weekly, bi-weekly, or intermittent basis.
 - "Behavior" - In this section, parents can view a record of their student's behavioral reports.
 - "Report Card" - After report cards are generated, a digital copy can be viewed in this section.
 - "Attendance" - This section contains attendance entries (absences and tardies) for each class.
- Sections on the parent portal for viewing school information and school announcements will not be actively used, as school information will be primarily communicated via email, our website, our Chapel Field Announcement Facebook page, and parent alerts (voice calls or text messages).

Should you have any questions, or need assistance in setting up your account, please do not hesitate to contact the school. We hope that this can be a helpful tool to you as you monitor your student's educational progress!

Thank you,

The Administration of Chapel Field Christian Schools