

# RENWEB

Administration software is quickly becoming the primary preference of communication with students in many colleges and universities. We are privileged to use RenWeb as our school administration software in order to manage our student database information (family directory, school calendar, newsletters, announcements, homework assignments, lesson plans, grades, & daily attendance) as well as provide a secure place for all LCA and parent communications. This program also allows our teachers to keep parents informed with real-time updates, including announcements, grades, attendance, and discipline. The school calendar, newsletters, announcements, homework assignments, lesson plans, grades and daily attendance information are all available online through RenWeb.

## 1ST TIME ACCESS PARENT LOG-IN

A screenshot of the RenWeb Parent Portal login form. It includes fields for "District Code:" (with "BRI-GA" entered), "Username:", and "Password:". Below these fields is a link "Forgot Username / Password?". There are three radio buttons for user roles: "Parent" (selected), "Student", and "Staff". At the bottom, there is a "Login" button and a link "Create New ParentsWeb Account".

1. Go to [RenWeb Parent Portal](#)
2. Enter the District ID code: BRI-GA
3. Username: Enter your valid email address that you have been using for the application process.
4. Select "Create New ParentsWeb Account": If your email address matches the email address in the RenWeb database, a password will be emailed to you at that address. This password may be changed after you log in for the first time. If your email does not match, you will need to contact LCA at 678.624.2234.
5. You will receive the following email below from RenWeb & will need to click on the link at the bottom of the email to create a password:

*This email is in response to your request to create an account for RenWeb's ParentsWeb. Please click the link below to create your username and password. The link below will remain active for 6 hours. If you did not make this request please contact your RenWeb school administrator.*

*Once you click the link below, you will have 6 hours to create your login credentials.*

*Click to create your ParentsWeb login*

6. Once you have entered a valid password at the link (6 letters and one number) you will receive the following message: *User Name/Password successfully updated.*
7. Return to [RenWeb Parent Portal](#). Enter the District ID code: BRI-GA. Enter Username and Password.

## ONLINE ENROLLMENT

1. Please log into the [RenWeb Parent Portal](#)
2. Click on **Family Information** in the left menu
3. Click on the **Enrollment/Re-enrollment** to begin the re-enrollment process

The Online Enrollment system will open with a link to the enrollment packet for your student(s). The online process should take approximately 15 minutes to complete. Your information will be saved, however, if you need to quit and resume the process at a later time.

# RENWEB FAQ'S

## WHAT BROWSER SHOULD I USE TO ACCESS RENWEB?

Mac users will not be able to login using the Safari browser that comes installed on your computer. All users, whether PC or Mac, should go to the Firefox Free Download site at <http://www.mozilla.com/en-US/> and download the Firefox browser on your Mac (this is a safe program). Whenever you need to access RenWeb, be sure to use Firefox.

## ACCESS PROBLEMS:

***I submitted my name and email address to school, but my email address does not seem to be working, what do I do?***

Email your name, phone number and email address directly to [cpeabody@lookatlegacy.org](mailto:cpeabody@lookatlegacy.org) with a short message that your email address for login does not seem to work. The office will verify your email address and get back with you.

## DISABLED ACCOUNT:

RenWeb account access will be automatically disabled when school accounts/fees have not been paid in full by the 15th of each month. Please pay all school fees in a timely manner so that you will have uninterrupted service all year long. If your account is completely up-to-date and you are still receiving an error message, please contact Charlotte Reeves in the school office.

## ACCESSING ASSIGNMENTS, HOMEWORK, MISSING WORK, & GRADES:

1. Click on the "Student Information" shown on the left bar menus.
2. Homework Tab - Enter date for the next week and view each day. You may print out the week from print week button.
3. Lesson Plans Tab - This will show you what is being covered in class daily. You will still need to get any worksheets from us if your child is traveling or absent.
4. Grades Tab - Select desired subject on the drop down and have access to teacher's grade book. This is where you can view your child's progress and monitor any missing work. You will still receive a year-end report card, but this will be used to communicate academic alerts and progress reports.
5. Progress Reports: Click on "Classrooms" link , then on "Gradebook Summary". All of your student's classes and grades will appear in the Gradebook Summary page. Within two school days after the 9 weeks period has ended, these grades listed in the Gradebook Summary will be posted as the Progress Report grade. For more information on how this grade was achieved, click on Gradebook Details.

# ACCESSING THE FAMILY DIRECTORY

Once parents log into the [RenWeb Parent Portal](#), click on **School Information**. Under **School Information**, click on **Directory**. To view family directory for entire school, select **All Grades** under **Grade Level** and **All Classes** under **Classes**. To print the directory, click on **Print Directory**.



Welcome Back:  
**Kimberly Oden**

[Logout](#)

**School Information** ▾

**Student Information** ▾

**Family Information** ▾

**Welcome to ParentsWeb**

You are logged in to family: Oden, Markel and Kimberly



Welcome Back:  
**Kimberly Oden**

[Logout](#)

**School Information**

[School Home](#)

[Calendar](#)

[Directory](#)

[Classes](#)

[Photo Gallery](#)

[Resource Documents](#)

[Web Forms](#)

**Student Information** ▾

**Family Information** ▾

**Announcements**

**GASSO Information**  
Hello LCA Families, All of us have been granted an...

**LCA Family Day: 12/14 2-4pm**  
Next weekend, December 14, we, as an LCA Family, h...

**Out of the Box Winter Camps and Christmas Workshop**  
Out of the Box Winter Camps and Christmas Workshop...

**Today's / Tomorrow's Events**

| Today | Tomorrow |
|-------|----------|
|       |          |

**School Calendar: Dates to Note**

|            |                         |
|------------|-------------------------|
| 12/13/2013 | 2013-2014: Term 2 End   |
| 1/6/2014   | 2013-2014: Term 3 Begin |
| 3/7/2014   | 2013-2014: Term 3 End   |
| 3/10/2014  | 2013-2014: Term 4 Begin |
| 5/16/2014  | 2013-2014: Term 4 End   |



Welcome Back:  
**Kimberly Oden**

[Logout](#)

**School Information**

[School Home](#)

[Calendar](#)

[Directory](#)

[Classes](#)

**School Directory**

**Family**

Search:

Student  
  Parent  
 Grade Level:   
 Classes:   

| Student | Grade | Parents | Phone | Address | City | Postal Code |
|---------|-------|---------|-------|---------|------|-------------|
|         |       |         |       |         |      |             |

## PAY TUITION ONLINE WITH PAYNOW

Parents are able to pay tuition bill online via RenWeb. Tuition is due on the 25th of each month beginning July 25th through April 25th. Parents may make payments via credit card or eCheck. Follow these steps to access Pay Now:



Welcome Back:  
**Kimberly Oden**

Logout

School Information

Student Information

**Family Information**

Welcome to ParentsWeb

You are logged in to family: Oden, Markel and Kimberly

- 1) Click on **Family Information**
- 2) Billing is listed in the lower right hand screen. Click on **Pay Now**



Welcome Back:  
**Kimberly Oden**

Logout

School Information

Student Information

**Family Information**

- Family Home
- Family Profile
- Family Billing
- Enrollment / Reenrollment
- Username / Password

**Family Information**

Markel Oden (Parent)

Contact Info

Name:

Address:

Home:

Cell:

Work:

Email:

**Online Filing Cabinet**

Web Forms

Legacy Family Demographic Form

| Account | Balance | Details                 | PayNow                 |
|---------|---------|-------------------------|------------------------|
| Tuition | \$0.00  | <a href="#">Details</a> | <a href="#">PayNow</a> |
| TOTAL   |         |                         |                        |

## UPDATE FAMILY DEMOGRAPHIC FORMS

Parents may update family forms such as demographic, medical, emergency contact, and transportation by clicking on the **Family Information** page. Simply click on the **Legacy Family Demographic Form** listed in the Online Filing Cabinet in the lower left hand corner of the screen.