






## How to Setup ParentsWeb



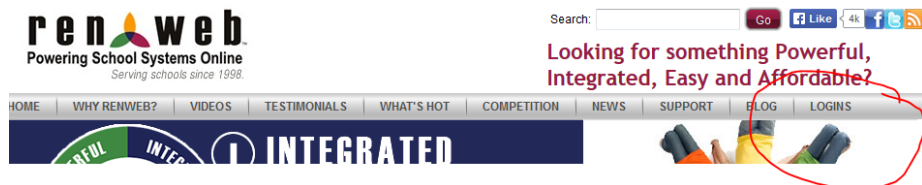
St. Mark's uses a school management system called **RenWeb**. Parent and student access is through **ParentsWeb** – a private and secure portal that allows St. Mark's families to see academic and class information specific to their children.

All you need is an Internet-capable device to view information such as:

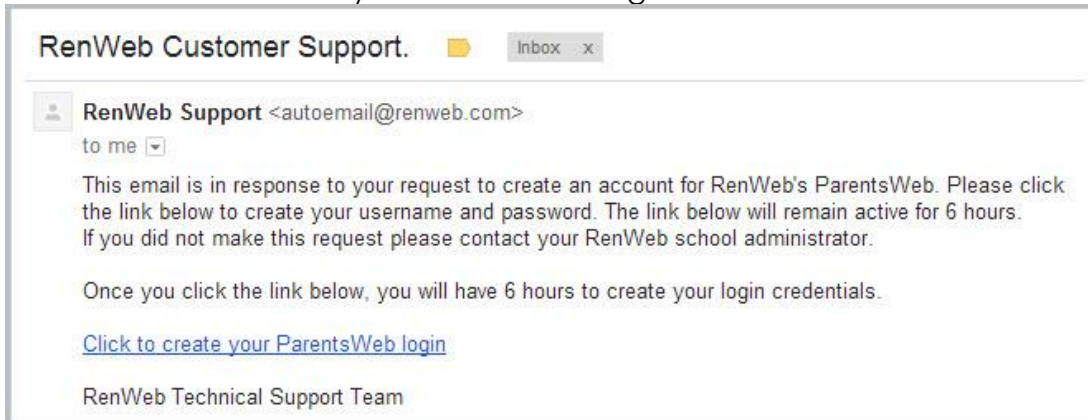
-  Class and Sports Team Information
-  Homework and class information
-  Staff and School Directory
-  School Forms and Documents
-  School and Lunch Calendars

Here's how to access ParentsWeb:

- Make sure that St. Mark's has your correct email address on file
- In Internet Explorer, Firefox, or Safari, go to **www.renweb.com** and click Logins.
- Type the school's District Code: **SME-FL**
- 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."

| 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!
- For those of you who would like to access ParentsWeb from your smart phone, RenWeb offers a **RenWeb Home App** for both Apple and Android phones at a cost of \$5.00.
- Please note that ParentsWeb is generally only actively updated during the main school year.
- If you experience difficulty signing up for Renweb, please contact Alexandra Glasser: **aglasser@saintmarks.com**.