



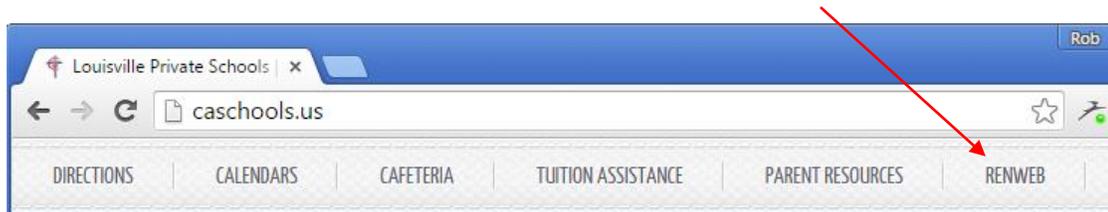
This document contains instructions to help you access and use RenWeb ParentsWeb, a secure portal that allows you to view and update information specific to your family and child(ren).

It is essential that you maintain current phone numbers and email addresses in RenWeb, as these are the numbers/addresses we will use in the event of an emergency, closing, and/or cancellation.

Maintaining current information in RenWeb is the responsibility of each parent, but we are always here to help. If you need help, email support@caschools.us. It helps us contact you faster if you include the name of at least one child enrolled in our schools, as well as the school your child attends.

How Do I Create My Username and Password?

1. Go to <http://caschools.us/>, and follow the links to log into RenWeb ParentsWeb.



2. Click **Create New ParentsWeb Account**.

A screenshot of the RenWeb ParentsWeb account creation form. The form has four input fields: 'District Code' (containing 'CA-US'), 'Username', 'Password', and 'Forgot Username / Password?'. Below the input fields are three radio buttons: 'Parent' (selected), 'Student', and 'Staff'. At the bottom of the form are two buttons: a red 'Login' button and a blue 'Create New ParentsWeb Account' button. A red arrow points from the top of the form down to the 'Create New ParentsWeb Account' button.

- Type your email address (**this must be your primary email listed in RenWeb**). If you need to confirm the primary email we have for you in RenWeb, please email support@caschools.us.

Create New ParentsWeb Account

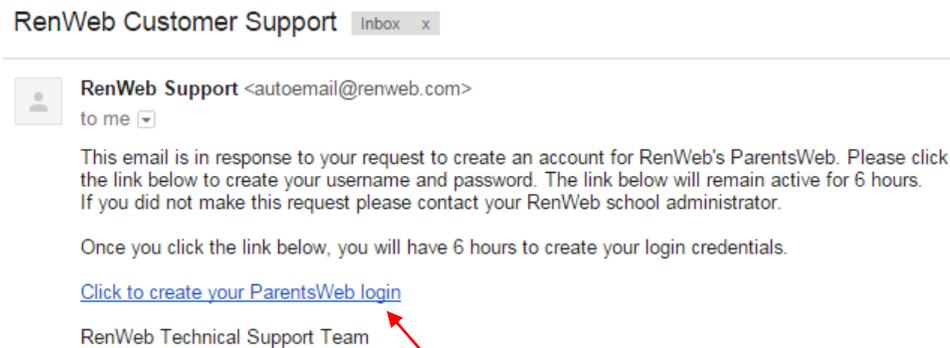
District Code:
CA-US

Email:
you@youremail.com

Create Account

- Click **Create Account**. An email will be sent that includes a link to create your ParentsWeb login.

Below is an example of the email. **If you do not receive this email, please stop and email support@caschools.us**. This problem can happen for a number of reasons, most likely that we do not have the correct email address for you in the RenWeb system.



- Select the **Click to create your ParentsWeb login** link (near bottom of email).

The web browser displays your name and RenWeb person ID.

- Type a User Name and Password (two times). *We strongly recommend that you use your email address for the user name. Please choose a username that is easy to remember.*

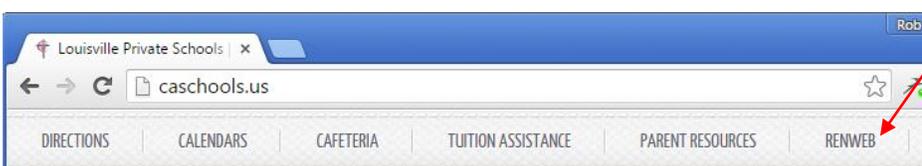
Change/Create Password

Name	Person ID	User Name	Password	Confirm	
Rob Hough	27906	you@youremail.com	*****	*****	Save User Name and/or Password

- Click the **Save User Name and/or Password** button.

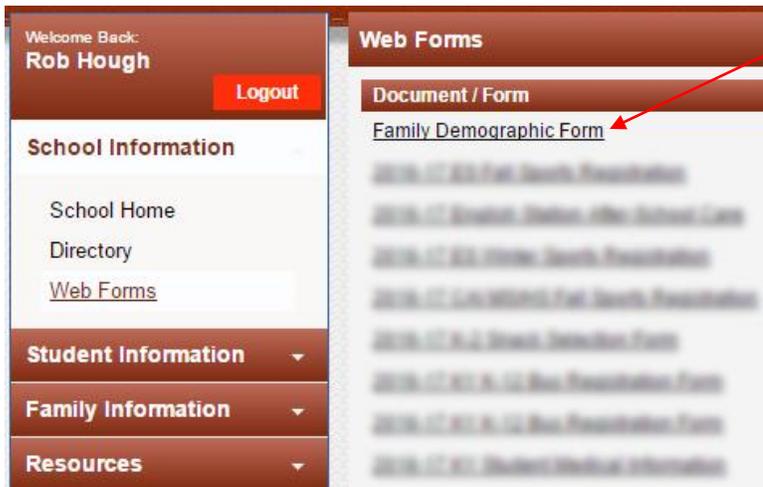
A message displays at the top of the browser: "User Name/Password Successfully Updated." You may now log in to ParentsWeb using your User Name and Password.

- To log in, return to <http://caschools.us/>, and follow the links to log into RenWeb ParentsWeb.

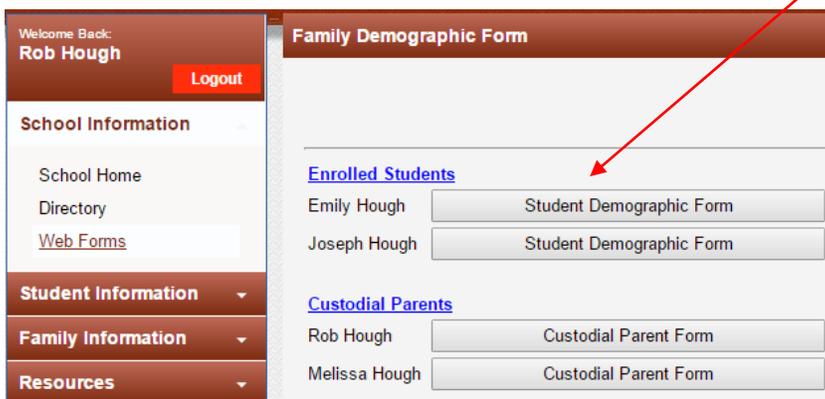


How Do I Update My Demographic Information?

1. To update demographics, Click **School Information | Web Forms | Family Demographic Form**.



2. Open and submit the individual demographic forms for each student and parent.



Note that for purposes of emergency alerts we will:

- a. **Text:** Send text alerts to each student and parent cell phone.
- b. **Email:** Send email to each student and parent email address. We will always email the student's school-issued email address. You are not able to change the student email.
- c. **Voice:** Send voice alerts to each student and parent home phone.

How Do I Access the Class/School Directory?

1. To access the directory, click **School Information | Directory**. You can search and filter here.

Search: Student Parent Grade Level: -All Grades- Classes: -All Classes-

Student	Grade	Parents	Phone	Address	City	Postal Code

How Do I Control My Information in the Directory?

Please note that your name, address, phone number(s), and email address(es) are automatically available to other parents in the RenWeb school directory unless you opt-out.

1. Click **Web Forms | Family Demographic Form**.
2. Click the button for each custodial parent.

You must repeat the following process for each parent.

Custodial Parents

Melissa Hough	<input type="button" value="Custodial Parent Form"/>
Rob Hough	<input type="button" value="Custodial Parent Form"/>

3. Under **Contact Information**, make sure to enter a valid phone number and email address.

Contact Information

Home Phone (xxx-xxx-xxxx)	<input type="text" value="502-555-1212"/>
Cell phone (xxx-xxx-xxxx)	<input type="text" value="502-555-0000"/>
Street Address	<input type="text" value="123 Any Street"/>
City	<input type="text" value="Louisville"/>
State	<input type="text" value="KY"/>
Zip	<input type="text" value="40245"/>
Primary Email Address	<input type="text" value="you@primaryemail.com"/>
Alternate Email Address	<input type="text" value="you@secondaryemail.com"/>

4. Under **Notifications and Permissions**, configure preferences for directory publication.
In this section you can also configure RenWeb to send you a daily/weekly grade report.

Notifications and Permissions

Auto email progress report

Directory - Block Name Yes No

Directory - Block Address Yes No

Directory - Block Phone Yes No

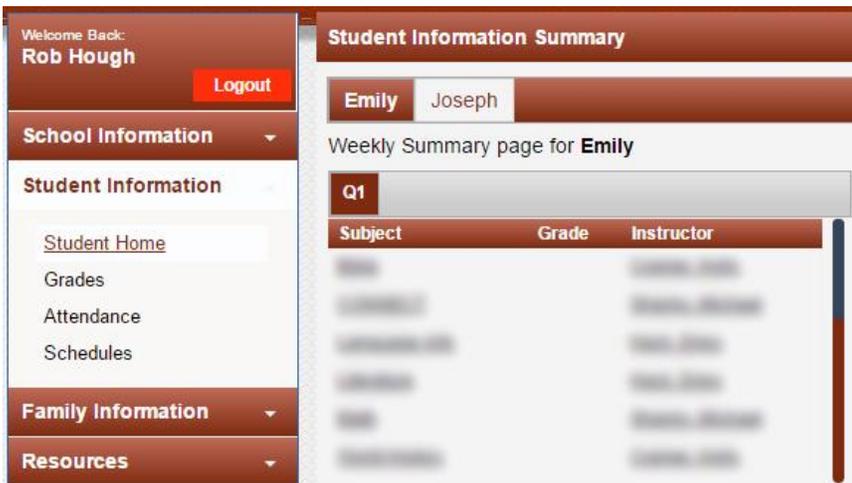
Directory - Block Email Yes No

Directory - Block Cell Yes No

How Do I Access Grades, Attendance, and Schedules?

To access grades,¹ attendance, and schedules. click **Student Information**.

The exact information published can vary based on the school and the time of year. For more information about the exact content that appears in RenWeb, please contact your child's school.



If you need help, please email support@caschools.us.

¹ Grades for middle and high school students are currently in Canvas. As of 8/27/2016, RenWeb programmers are working hard (and making progress) on the code necessary to import daily grades from Canvas into RenWeb.