



## RENWEB INSTRUCTIONS 2019-2020

We are pleased to provide our school management software, RenWeb. This software gives you, the busy parent, an opportunity to stay involved in your child's academic progress and future success – all via the internet. RenWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting the children's information from others. You can see your child's grades, attendance, and homework, as well as other useful school information, such as activities and sports schedules. You may also communicate with teachers and other staff online whenever necessary. All you need is an internet capable device. Below are the instructions for setting up your account. You will need to set up your account with the email address which you provided with your NCA application paperwork. If you have any questions, please contact Carel Nally at [nally@ncanaples.com](mailto:nally@ncanaples.com) or call (239) 455-1080.

**New families – please set up your account after July 1st.**

**Current families – if you have not set up a ParentsWeb account, please do so ASAP.**

Here is how to access your easy-to-use RenWeb ParentsWeb account:

1. Go to <https://www.renweb.com/Logins/ParentsWeb-Login.aspx>.
2. Click on the **Create New ParentsWeb Account**.
3. Enter the District Code **NC-FL**.
4. Enter in the Email field your email address as provided in your application to the school.
5. Follow the directions to establish your account.

Once your account has been established, please check your family information for accuracy.

1. Click on **Family Information**.
2. Click on **Family Demographic Form** under **Online Filing Cabinet**.
3. Click on **Each Titled Tab** and make changes – make sure you choose **SAVE** after each.

The following are tabs that you can make changes to and need to keep current:

**Student Demographic Form** - allows you to change information relevant to each student (address, phone number, birthday etc.) Demographic information needs to be entered independently for each student.

**Student Medical Form** - allows you to update your student's pediatrician's information, any allergies or medications and any other medical information the Front Office will need for your

student. **This DOES NOT replace the immunization forms. The immunizations forms, from your doctor, still need to be turned into the Front Office.**

**Custodial Parent Form** - allows you to update parent contact information, occupation, marital status, etc. In this form, you can also choose to have the gradebook emailed to you from the drop down menu under Auto Email Gbk. You also have to option to choose if you wish to be listed or blocked in the directory.

**Emergency Contact Form** - used to update approved individuals to pick up your student in the event of an emergency.

**Transportation Form** - used to update approved individuals to pick up your student. **NOTE: The Front Office will NOT allow your student to leave the campus with anyone who is not on the Transportation Form. If your child is going home with a parent who is NOT on the Transportation Form you need to call the Front Office and let them know.**

**Grandparents Form** - used to alert your student's grandparents regarding NCA events.

**Please note:** It is the parent's responsibility to assure that student and family demographic information is kept current. This includes contact information (address, phone numbers, emails), medical information, transportation approval, emergency contacts etc. The Front Office will rely on the information that is current on RenWeb. **It takes 24 hours for new information to become activated.**