In order to create a student account, you must have already created a parent account. If you have not already created your ParentsWeb account, please <u>follow the instructions found here</u> before following the below information.

1. Now that you have created the parent account, log in to ParentsWeb and click Web Forms on the left. From there you will find the option Family Demographic Form. Click this to complete.

Welcome:	Web Forms
Log Our English 🗘	Document / Form Family Demographic Form
School Information	
School Home	
Calendar	
Classes	
Photo Gallery	
Resource Documents	
Web Forms	
Student Information -	
Family Information -	
Resources -	

2. Once you have clicked Family Demographic Form, you will find your Enrolled Students. Click the Student Demographic Form to edit.

Welcome: John Smith	Family Demographic Form
Log Out English 🗘	
School Information	
	Enrolled Students
School Home	Joe Smith Student Demographic Form
Calendar	Ashley Smith Student Demographic Form
Classes	Student Medical
Photo Gallery	Student Medical Form
Resource Documents	Student Medical Form
Web Forms	
Student Information -	Custodial Parents
	Custodial Parent Form
Family Information -	Custodial Parent Form
Resources -	Emergency Contacts

3. Now that you have opened the Student Form, complete the information and add the email that will be used for the student.

^{Welcome:} John Smith	Family Demographic	Form		
Log Out English 🗘	Return to main form			
chool Information		Stu	Ident Form	
School Home	Demographic De	tails:		
Calendar	Joe	Brandon	Smith	
Classes	First	Middle	Last	Suffix
Photo Gallery		12/3/2002	Male	Non-Hispanic/Latino
Resource Documents	Nickname	Birthdate (mm/dd	Gender	Ethnicity
Web Forms		/уууу)		
	Contact Informat	ion:		
tudent Information -				
amily Information 🛛 👻				Joe.Smith@gmail.com
esources -	Home Phone (xxx-	xxx-xxxx) Cell Phone (x)	(X-XXX-XXXX) E	maii
		Lynchburg	N	/A 24502
ACIS	Street	City	S	State Zip

Now that you have set up a student email to associate with RenWeb, claim the account:

- 1) Go to https://lca-va.client.renweb.com/pw/
- 2) Click on "Create New ParentsWeb Account" at the bottom of the page.

	e:
LCA-VA	
Username:	
Password:	
Forgot User	name / Password? Student Staff
Login	Create New ParentsWeb Account
	Get the RenWeb Home App

3) Enter your email address (the same email you used in the demographic form previously filled out).

	LCA
Create New Pa	arentsWeb Account
District Code:	
LCA-VA	
Email:	
Create Account	

- 4) Click Create Account
- 5) Log into your email and open the email from RenWeb Customer Support

🗌 🔆 RenWeb Support RenWeb Customer Support - This email is in response to your request to create an account for RenWeb's ParentsWeb. Please 2:41 pm

6) In the email, click the link to set up your account

Ren	Web Customer Support Inbox x		÷	
*[RenWeb Support <autoemail@renweb.com> to me ▼</autoemail@renweb.com>	2:41 PM (21 hours ago) 📩	*	*
	This email is in response to your request to create an account for Kenweb'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			
	RenWeb Technical Support Team			

7) Create a username and password for your RenWeb account and click "Save Username and/or Password". We recommend that all students use a username of Firstname.Lastname. Passwords must be at least 8 characters long and have at least one letter and one number.

Change/Create Password

Name	Person ID User Name	Password	Confirm	
Adair				Save User Name and/or Password

8) Once you have clicked "Save Username and or Password" you will get a Green Notification telling you it was updated.

User Name	/Password successfully updated.			
Change/	Create Password			
Name	Person ID User Name	Password	Confirm	
Adair	and the second se			Save User Name and/or Password

9) Go back to the RenWeb login Page and enter the username and password you just setup. Make Sure you select STUDENT. Click Login

District Cod	e:
LCA-VA	
Username:	
Password:	
Forgot User	mame / Password?
Forgot User	student
Forgot User Parent (Login	Student Staff
Parent (Login	Student Staff Create New ParentsWeb Account Get the RenWeb Home App

10) You should now be logged into RenWeb

	A			
Welcome:	Announcements	Today's / Tomorrow's Events	School Calen	dar: Dates to Note
Hope Yarberry Log Out English		Today Tomorrow	9/3/2018	Labor Day (No School)
School Information			10/4/2018	Fall Break (No School)
School Home			10/5/2018	Fall Break (No School)
Calendar			10/19/2018	2018-2019: Q1 End
Classes Photo Gallery			10/19/2018	Teacher Workday (No School)
Resource Documents			10/22/2018	2018-2019: Q2 Begin
Web Forms			11/19/2018	Educ. Conference (No School)
Student Information -			11/20/2018	Educ. Conference (No School)
Resources -			11/21/2018	Thanksgiving Break (No School)
FACTS			11/22/2018	Thanksgiving Break (No School)
			11/23/2018	Thanksgiving Break (No School)
Cot the BenWeb Home Are			12/20/2018	2018-2019: Q2 End
Download on the App Store			12/21/2018	Christmas Break (No School)

11) To check your information, click on Student Information on the left column. you should have options for Grades, attendance, and more

12) Make sure you logout when you are finished using the system.