SACS – FACTS Family Online Guide

San Antonio Christian School's FACTS School Management Software gives you, a busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet! (Formerly named RenWeb, FACTS Family Online is the new name for the same program. FACTS Family Online is also the new name to replace what was previously called ParentsWeb. Functionality remains the same, with ongoing improvements all the time!)

FACTS Family Online is a private and secure website that has been set up for our school to allow you to see complete information specific to your child. You can view your child's schedule, grades, progress reports, homework, resource documents as well as the full family and staff directory. School Calendar, Report cards, re-enrollment and FACTS tuition management are also accessed via **FACTS Family Online.**

First Time User Instructions

1. Click the **RenWeb** tab on the left side of the San Antonio Christian School Website homepage, **http://www.sachristian.org**

2. At the screen displayed below, click **Create New ParentsWeb Account**...

RenWeb ParentsWeb Login

District Code:
sanc-tx

User Name:

Password (case-sensitive):

Forgot User Name/Password?

[Parent] [Student] [Staff]

[Login]

⟹ Create New ParentsWeb Account

3. Enter the e-mail address that you provided to the school and click the **Create Account** button...

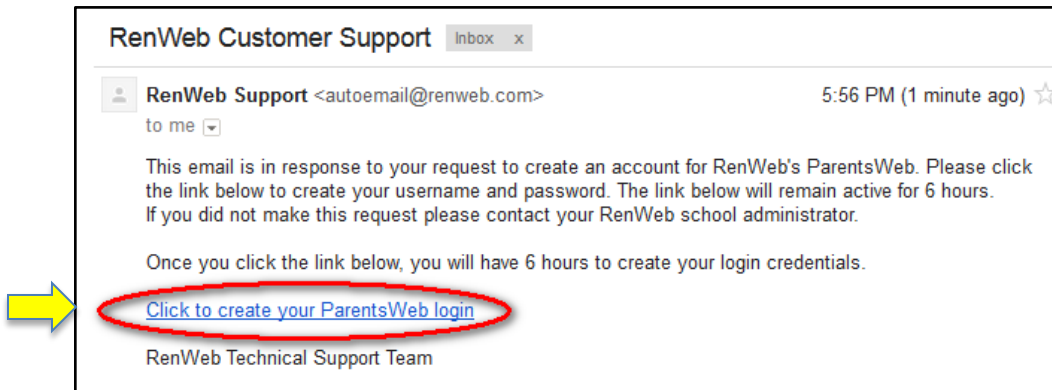## RenWeb ParentsWeb Login

District Code:

SANC-TX

Email:

Create Account   Back to Login

4. You will see this message below with the email that you provided. If you get an error instead, you have used an email that is not in our system. Please contact techhelp@sachristian.org to resolve the problem.

> **An email has been sent to aparent@email.com with instructions for how to create a ParentsWeb login.**

5. When you check your email, you should see a message like the one below. (If you do not receive an email with your password after 5-10 minutes, then it has most likely been flagged as SPAM by your email provider. Check your SPAM folder.)

Click the **Click to create your ParentsWeb login** link.

RenWeb Customer Support   Inbox   x

RenWeb Support <autoemail@renweb.com>   5:56 PM (1 minute ago)
to me

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

RenWeb Technical Support Team

6. A web browser displays your Name and RenWeb ID.

      Type a **User Name**, **Password** and **Confirm** the password.

      Click   **Save User Name and/or Password**.

User Name/Password successfully updated.

Change/Create Password

| Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	cjohnston	••••••••		Save User Name and/or Password

7. A message displays at the top of the browser, "**User Name/Password successfully updated**."

8. You may now log in to ParentsWeb using your new User Name and Password.

Once your account is set up, you can log in at any time (with the Username and Password you created) by clicking the **RENWEB** link on the left of the San Antonio Christian School Website homepage or by going to renweb.com.

Once logged into the RenWeb system, you will see this screen... it is the **ParentsWeb** Home Page
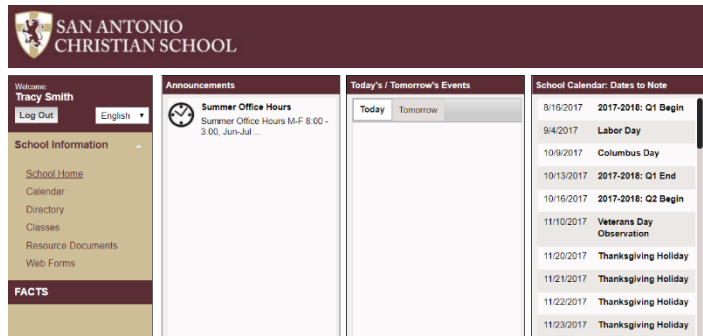
At any time, you can change your Username and Password. Click the "Family Information" link in the menu on the left side of the screen, then click "Username/Password."
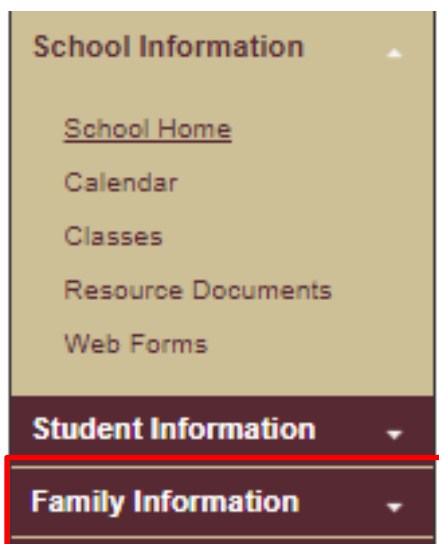
We look forward to helping you become comfortable navigating through ParentsWeb. Together we can continue to improve our children's academic development as well as communication between our school and your home.

Please take a moment to read the rest of this document to insure you are using the ParentsWeb app to its fullest potential. The guided tour of ParentsWeb features and concepts is even more valuable if you have your web browser open and can "click along" while reading.

Lost Username and Passwords FAQ

Q When I try to log in it tells me "Error: Invalid Credentials." What do I do?

Q I don't know my user name. What do I do?

Q I don't know my password. What do I do?

A The best thing to do is click **Forgot Username/Password** at the login screen.

You will be prompted to type your email address. (It must be the email address that the school has in RenWeb as your email address.) An email will be sent to your email address.

Click the **Click to change password** link on the email.

A browser window will display your Name, your Person ID, your User Name and obscured Password.

Type a new User Name and/or Password (confirm your new password by typing it in a second time) and click **Save Password**.

A message will display at the top of the browser, **"User Name/Password successfully updated."** Log into ParentsWeb using your new credentials from San Antonio Christian School homepage.

Q I don't know what email is on file with the school. What do I do now?

A You will need to email techhelp@sachristian.org to ask for the email that we have on file at the school. Once you have determined the email that is in the RenWeb system, then use that to reset your Username/Password as explained in the instructions above. You may also call any office for

assistance.

ParentsWeb Interface

The ParentsWeb interface is divided into two general areas on the screen: a **menu** system on the left side of the screen and a **content** area on the right side of the screen. Below is the initial screen.
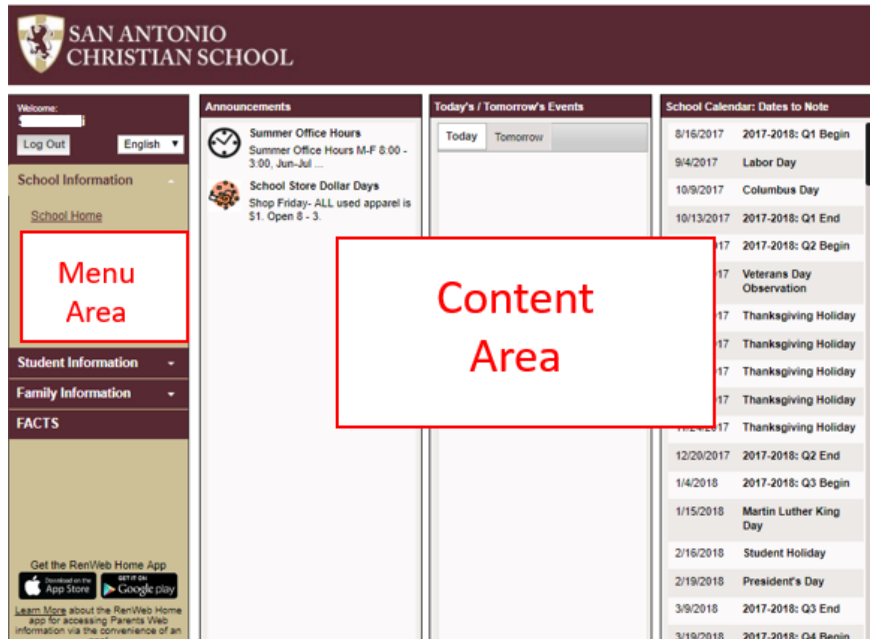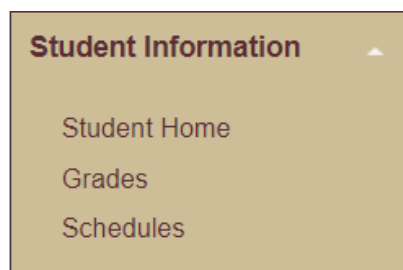

General ParentsWeb Organization

The ParentsWeb system is organized into four main content areas, visible in the menu system on the left of every page.

1. School Information
2. Student Information
3. Family Information
4. Facts
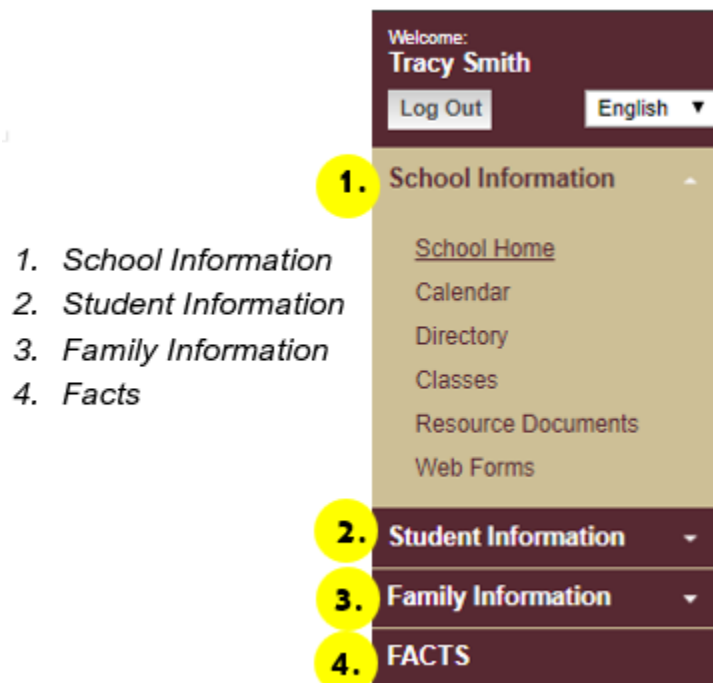
Clicking on any one of those four menu items will expand that menu item and show you additional choices in each area.

General ParentsWeb Organization (continued)

School Information

School Home
Calendar
Classes
Resource Documents
Web Forms

Student Information

Student Home
Grades
Schedules

Family Information

Family Home
Family Profile
Enrollment / Reenrollment
Username / Password

The menu items you see visible may differ from these screenshots depending on the features that are turned on at that particular time.

Let's explore each section in more detail on the following pages.

1. School Information Menu Items

The School Information area of ParentsWeb has information and resources related to the entire school community and the student's classes.
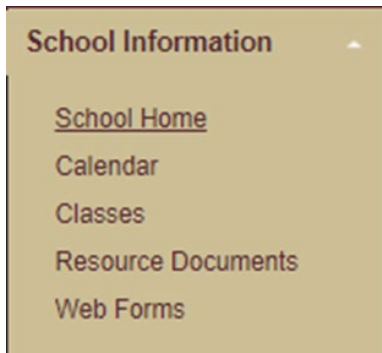
School Home takes you to the landing page for ParentsWeb. On this initial page, you can see the school wide Announcements, Today's and Tomorrow's Events tabs (from the school calendar of dates and events), and Dates to Note (which lists holidays and half days that affect the school schedule). When you click on one of the announcements, additional information about that announcement is displayed.

Calendar takes you to a month view of the official school calendar and lets you quickly get an overview of school events.

Directory takes you to the Family and Staff directory. Here you can find contact information for all SACS School families and School Staff. Simply select the appropriate tab at the top to toggle between the two. You can click on any of the headings to sort by that heading, and you can also use partial names in the Search box.

When the family tab is selected in the directory, you can also filter your results by Grade Level and by the classes for which your child is enrolled. You can also search just Students or Parents. (Don't forget to press the Submit button!)

Classes takes you to a general overview of the classes for which your child or children are enrolled. Clicking on any one of the class links takes you to that individual class site.

Individual Class Sites Tabs Overview

When you first click on a class site, you are taken to the Class Home tab, which includes general information about the class. Class tabs which may be selected:

-Class Home
-Grade Book Report
-Syllabus
-Resources
-Photo Album

You will find the **Grade Book Report** and the **Resources** tabs most helpful to you. (The Syllabus tab is not being utilized this year.) All homework and helpful links teachers post are located under the Resources tab of each class.
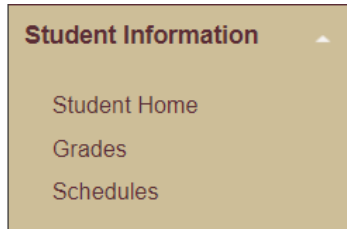
2. Student Information Menu Items

The Student Information area of ParentsWeb has information and resources which relate specifically to each student and his/her classes. Please note that the menu items you see visible may differ from these screenshots depending on the features that are turned on at that particular time.

Student Home takes you to the Student Information Summary page. On this page, you can see a listing of all of classes and current class grades. Clicking on the classes from here will take you to the same individual class site which we learned about earlier in this document.

Grades takes you to a summary of the gradebook for a specific class. You select the class by using the pull-down menu and then clicking the View Grade Book Report button. The report shows the averages for each category the teacher has defined, as well as the individual assignment details.

Schedules is where you can view and print a copy of a student's schedule. Please click on the icon to view and print the schedule.

There is also a **Report Card** section where official school report cards will be made available during the year. The report cards are printable if you wish to have a hard copy. recommend printing out a report card for your records.

3. Family Information Menu Items

The Family Information area of ParentsWeb is where information about students and parents resides. You can consider this area your account management area. You can change your username and password in this area, and you can also check your family information to make sure it is correct and up to date by selecting **Web Forms** in the Online Filing Cabinet.
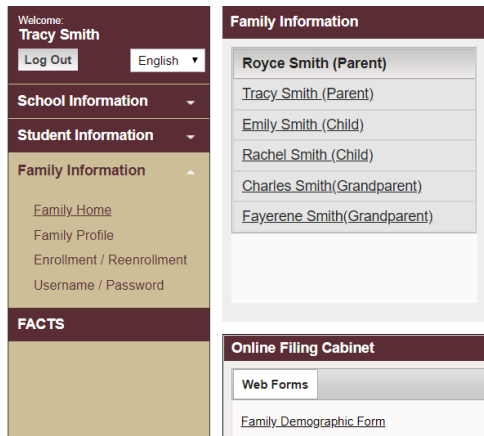
Web Forms contains forms you may use to update family information such as emergency contacts, medical information, phone numbers, mailing address, email address, and individual parent preferences. Note that any changes you make in Web Forms may take up to two school days to update in RenWeb. Make sure you click SAVE before exiting the forms.

Directory Please note that the defaults set in RenWeb are to show ALL parent contact info in the RenWeb Directory. If you do not want some or any of your personal information shared in the directory, please click your preferences and Save at the bottom of the screen.

Parent Alert allows us to send short messages to your mobile phones. If you prefer not to receive text messages to a specific phone, please click your preferences and Save at the bottom of the screen. Note: in case of a school emergency notification only, we override your preferences and send an emergency text to ALL phones in your contact list.

Thank you for taking the time to read this document and familiarizing yourself with our FACTS Family Online system.

If you have any questions, please email techhelp@sachristian.org.

SAN ANTONIO CHRISTIAN SCHOOL

San Antonio Christian School
19202 Redland Road
San Antonio, TX 78259
210-340-1864