

## TO ACCESS PARENTSWEB

On July 10, 2011, RenWeb released new security procedures, along with a new company website that includes new ParentsWeb portals. As part of this change, ALL user names are now based on a person's email address in RenWeb. People who share a common email address will be given a UNIQUE user name by appending a number to the end of the email address. For example, if two parents share the email [parents@gmail.com](mailto:parents@gmail.com), then one will keep the original email for his/her user name and then the other will have [parents@gmail.com-2](mailto:parents@gmail.com-2). This ensures that every person in the system will have a unique user name. All users will be allowed to modify their usernames: the only restriction is that the user name **MUST** be unique from all other users in the system. Users who attempt to create a user name that is already in use will be instructed to change it.

The user's password within the system has not changed except for faculty who are also parents.

With this security upgrade, RenWeb will no longer store passwords in a viewable form in the database. Parents who forget their passwords can request to receive an email that will allow them to modify their password. There will be no ability for either the school or RenWeb support to view a parent's or staff's password. Parents' passwords are subject to the password length requirements.

### To activate your ParentsWeb account for 2016-2017:

1. Go to [www.renweb.com](http://www.renweb.com) OR go to [www.centralprivate.org](http://www.centralprivate.org).
2. At the top far right, select the tab labeled "Logins" OR use the link button at the bottom right if you are entering through the school's website.
3. Select "ParentsWeb" from the drop down menu OR view the login screen automatically if you use the website link.
4. District Code = CPS - LA
5. User Name = Each person's UNIQUE email address (see paragraph above for more than one person in a family using a common family email address).
6. Password = the same password you used last year
7. IF YOU ARE A NEW USER or if you don't remember your password, click on the "Forgot Password" link. You will see a new screen that requires re-entering your Email address and a button labeled "Reset Password." Follow the instructions to receive a password to the email address you provide.
8. Students in grades 7-12 are EXPECTED to have their own logins so that they can take responsibility for their grades. Some teachers will also be using the homework drop and web test features of RenWeb, which require STUDENT participation with unique user names.

**NOTE:** All capabilities of the program have not been activated. However, you should be able to see lesson plans, homework assignments, grades and attendance for your student(s).