How to Update Your Family Information and RenWeb Preferences
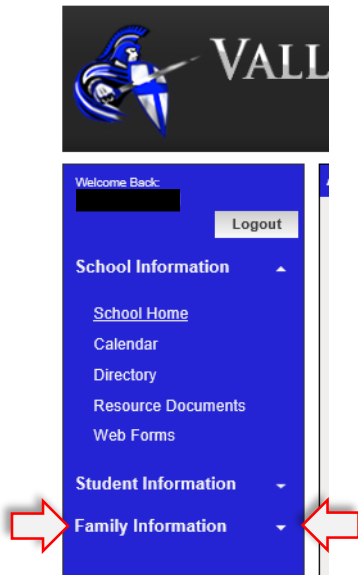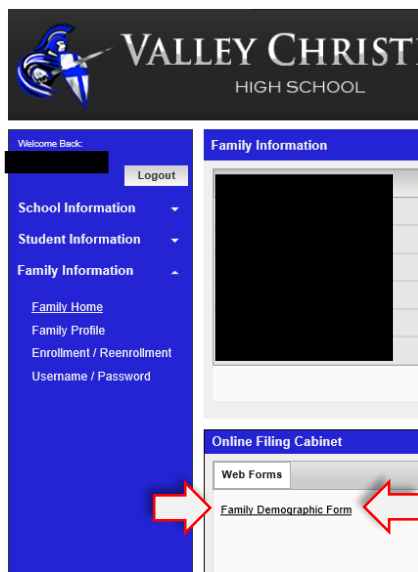
1. Log into RenWeb and click "Family Information".

2. In the "Web Forms" section select "Family Demographic Form".

3. Select a form to change or update information.

   Student Information contains a student's name, address, contact, and automobile information. The Custodial Parent Form contains a parent's contact information, gradebook notification settings, and school directory preferences. Emergency Contacts allows you to add additional contacts in case you are unable to be reached in an emergency.

Enrolled Students

| | Enrolled Student Information |
| | Enrolled Student Information |

Custodial Parents

| | Custodial Parent Form |
| | Custodial Parent Form |

Emergency Contacts

| Emergency Contact Form | Emergency Contacts |

Grandparents

| Add Person | Add Grandparents |

4. At the bottom of each form there is a Save button. You must click the Save button for the system to keep your changes. Your changes will be lost if you click another menu item or the "back" button in your browser before you click the Save button.

Preferences

Auto Email Gradebook Progress Report	0 ⌄
Auto Email Gbk Zero Warning	○ Yes ◉ No
Block Name from School Directory	◉ Yes ○ No
Block Address from School Directory	◉ Yes ○ No
Block Phone from School Directory	◉ Yes ○ No
Block Email Address from School Directory	◉ Yes ○ No

Save

All changes must go to an administrator for approval so you will not see the updates immediately.