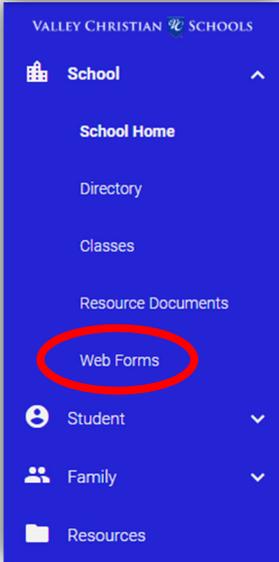


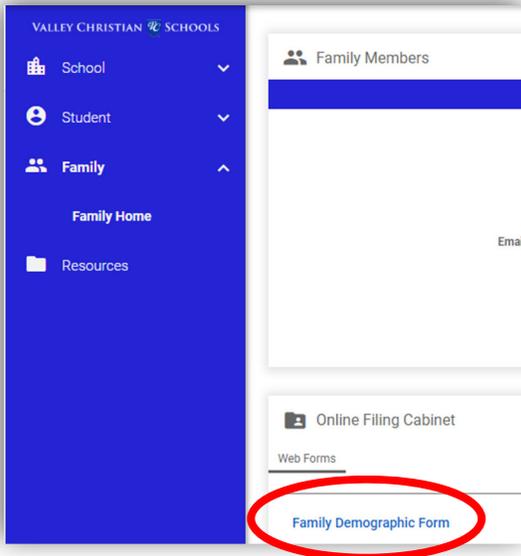


How to Change Your School Directory Preferences

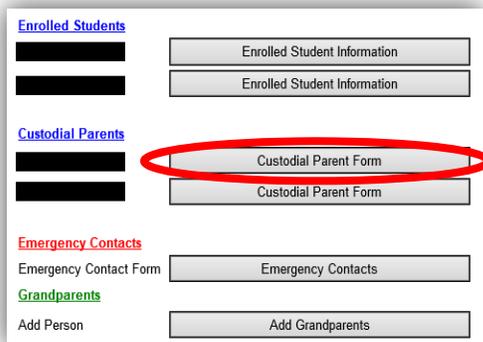
1. Log into RenWeb and click “Web Forms”.



2. In the “Web Forms” section select “Family Demographic Form”.



3. Select “Custodial Parent Form” for the parent you wish to modify.



4. At the bottom of the form you have the option to publish your name, address, phone number, and email address in the school directory. A selection of "Yes" means you want to block/hide that information from the school-wide directory. When you have finished making your selections, click the Save button.
- Example: If you wish to only have your name and email address listed in the directory, you would set Block Name and Block Email Address to No, and Block Address and Block Phone to Yes.

The image shows a 'Preferences' window with the following settings:

- 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

A red rectangular box highlights the four 'Block' options, and a red circular box highlights the 'Save' button at the bottom left.

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