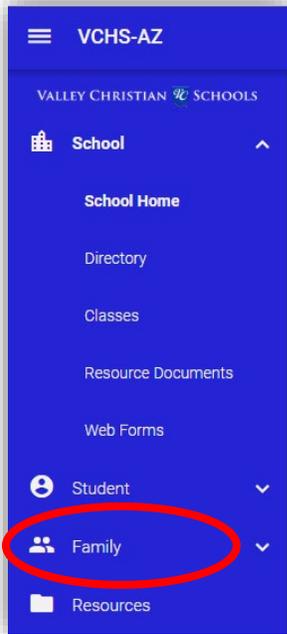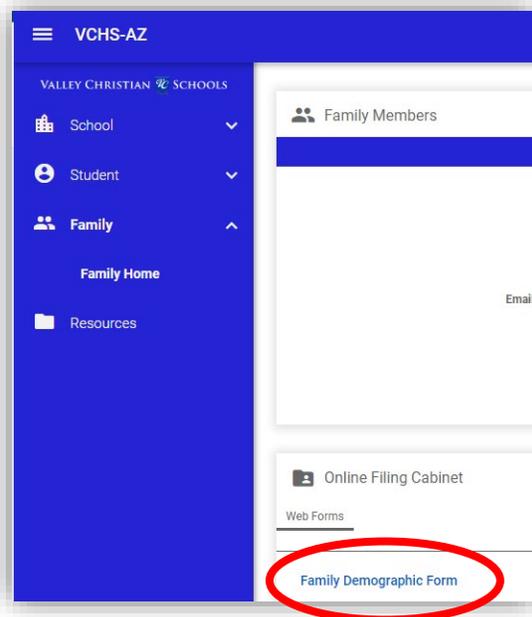# How to Update Family Information & RenWeb Preferences

1.  **Log into RenWeb and click "Family".**



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

3.  **Select a form to change or update information.**
    - Choose <u>Student Demographic Form</u> to update a student's name, address, contact info, or automobile information.
    - Choose <u>Student Medical Form</u> to update a student's doctor information, medication preferences, medical conditions, or allergies
    - Choose <u>Custodial Parent Form</u> to update a parent's contact information, gradebook notification settings, and school directory preferences.
        - For Gradebook Notifications, change the settings to
            - Daily or Weekly would give you an overall snapshot of your student's grades.
            - Once you have signed up for gradebook notifications, you will then also receive automatic emails when a student has missing assignments or a "0" entered in the gradebook.

    - Choose <u>Emergency Contacts</u> to add/change emergency contacts in case you are unable to be reached in an emergency.
    - Choose <u>Transportation</u> to update information for approved transportation contacts.

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.

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

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