

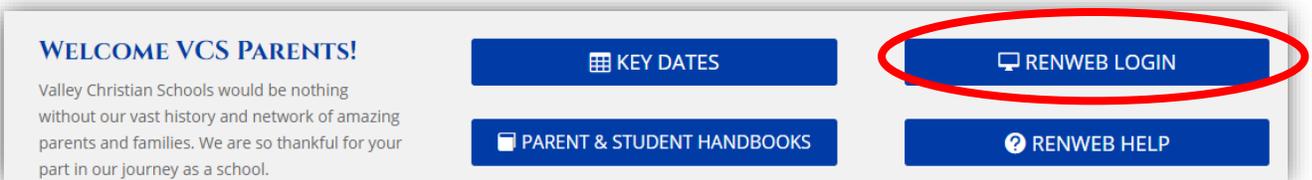


# How to Create a RenWeb Account

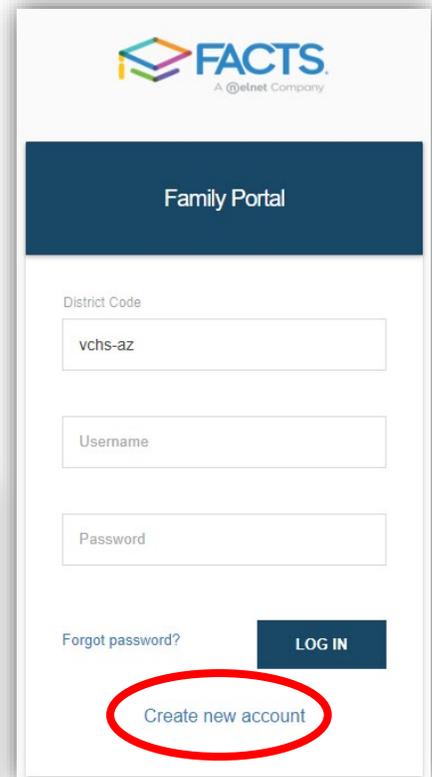
1. Go to the Valley Christian High School homepage: <https://valleychristianaz.org/>
2. Click on the Parents Tab.



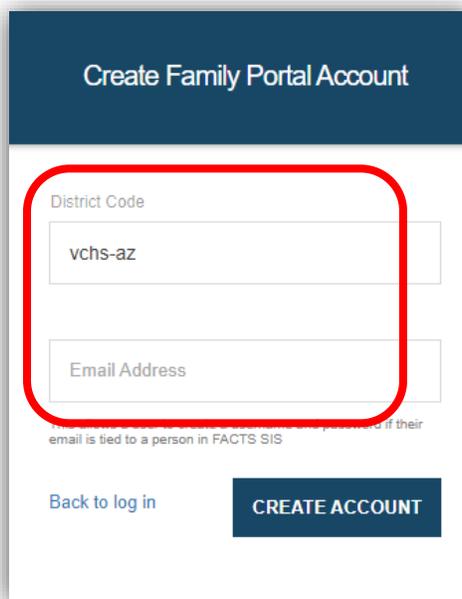
3. Next, click "RenWeb Login".



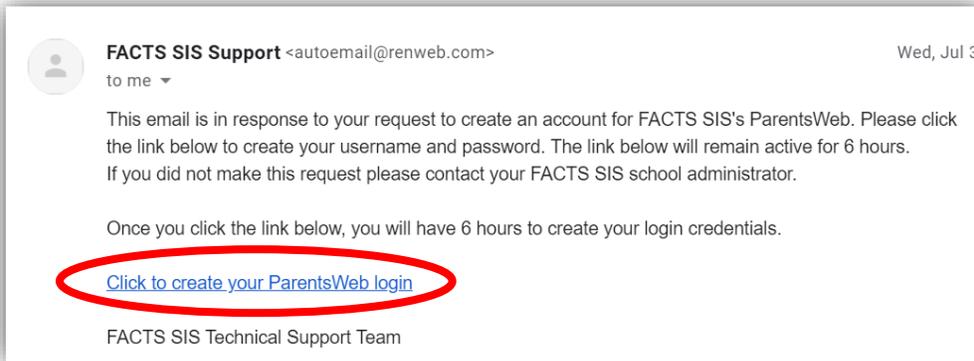
4. You should now see the "FACTS Family Portal" login page. FACTS is another name for RenWeb. Click "Create New Account".



5. The district code for all grade levels is vchs-az. Then, enter your personal email address, and click the "Create Account" button. Your email must match the email address supplied to VCHS during enrollment.



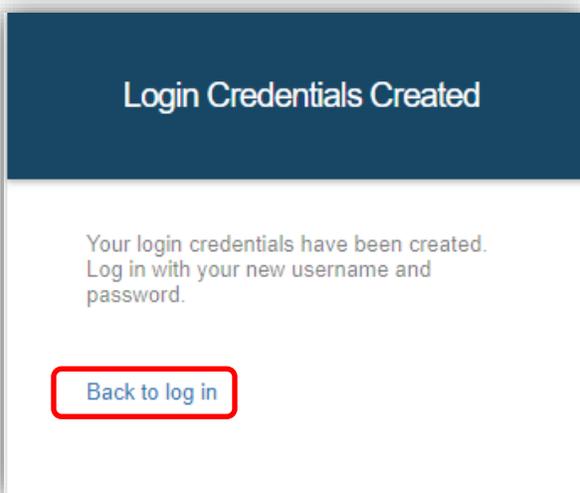
6. After clicking the "Create Account" button, RenWeb will send you an email with a "Click to create your ParentsWeb login" link at the bottom. Click the "Click to create your ParentsWeb login" link.



7. The link will open a page where you will be able to enter a username and password. Your name will be displayed. Enter a username – consider using your first and last name with no capitals or spaces (firstlast). Enter a password – it must have letters and numbers and be at least 6 characters. You will need to confirm the password by entering the same password. Click "Create Account".

The image shows a web form titled 'Create Family Portal Account'. The form has a dark blue header with the title in white. Below the header, there are three input fields: 'Name' (containing 'Trish King'), 'Username', and 'New Password'. A third input field labeled 'Confirm Password' is also present. Three red arrows with white numbers 1, 2, and 3 point to the 'Username', 'New Password', and 'Confirm Password' fields respectively. At the bottom of the form is a dark blue button labeled 'CREATE ACCOUNT'. Below the button, there is a note: '\*Password must have both letters and numbers, a minimum length of 6 characters, and only be used once.'

8. A message should state "Login Credentials Created". Your account has been created.



9. Click on "Back to log in" to login to RenWeb using the username and password you just created.