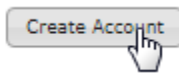




## INSTRUCTIONS How to Create a RenWeb Account

Any parent wishing to view their child's grades or pay for lunch, aftercare, field trips etc. you must sign up for a RenWeb ParentsWeb account. With this account, you may view your child's grades, attendance, conduct, lunch balance, aftercare balance and upload funds into both lunch and aftercare accounts. All you need is an Internet-capable computer or smart phone.

- Go to the parent's page of the School Website and click the Renweb ParentsWeb link.
- Enter the email address you have on file with the school.
- Click **Create Account**.



- **NOTE:** If you get an error message "Invalid Credentials" it means the email you are trying to use may be different than the one we have on file for you.

Please send an e-mail to [sgarcia@saintanastasiaschool.org](mailto:sgarcia@saintanastasiaschool.org) with your name, student's name(s), preferred email address and preferred password (6 characters including 1 numeric).

- An email will be sent which includes a link to create your ParentsWeb login. **The link is only active for 6 hours.**
- Open the email from RenWeb Customer Support and click the "Click to Create your ParentsWeb login" link.
- A new page will load displaying your **Name** and RenWeb **Person ID**.
- Type a **User Name**, **Password**, and **Confirm** the password.

Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>
<input type="button" value="Save User Name and/or Password"/>				

- Click **Save User Name and/or Password**.

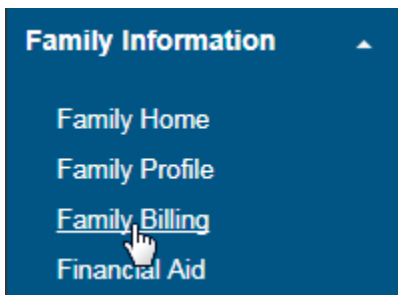
**YOU HAVE NOW CREATED A RENWEB ACCOUNT!**



## INSTRUCTIONS

### How to Add Funds for Lunch, Aftercare, Field Trips etc.

- Go to the school website and using your User Name and Password.
- On the left hand side, click on Family Information, then click on Family Billing



- To the right of the account you want to fill, **click PayNow**

Account	Balance	Details	PayNow
Aftercare	\$0.00	<a href="#">Details</a>	<a href="#">PayNow</a>
Field Trips	\$0.00	<a href="#">Details</a>	<a href="#">PayNow</a>
Lunch	\$0.00	<a href="#">Details</a>	<a href="#">PayNow</a>
Total	\$0.00		

- Follow the prompts, entering all required information, and submit your payment.
- You can also use Renweb mobile app to upload funds for \$4.99 per year.

**Please note that a negative amount indicates a credit!**

**PLEASE CHECK YOUR ACOUCNT OFTEN  
KEEP YOUR RENWEB ACCOUNT POSITIVE**



ST. ANASTASIA  
CATHOLIC SCHOOL

**reneweb**  
**Parents Web**

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