



Christian Academy®
SCHOOL SYSTEM

This document helps you access and use FACTS ParentsWeb (formerly RenWeb ParentsWeb), a secure portal that allows you to view and update information specific to your family and child(ren).

It is essential that you maintain current phone numbers and email addresses in ParentsWeb, as these are the numbers/addresses we will use in the event of an emergency, closing, and/or cancellation.

Maintaining current information in ParentsWeb is the responsibility of each parent, but we are always here to help. If you need help, email support@caschools.us. It helps us contact you faster if you include the name of at least one child enrolled in our schools, as well as the school your child attends.

Creating an Account

1. Go to <http://caschools.us>, and click ParentsWeb (link located at top of page).



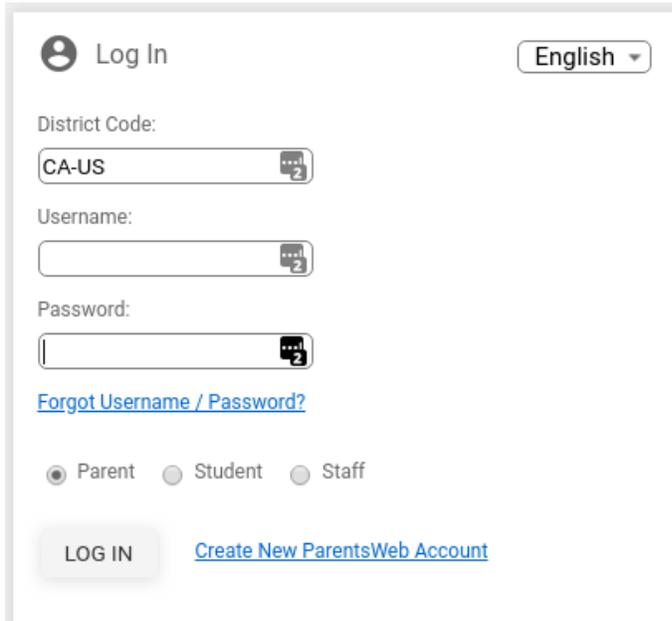
2. On the ParentsWeb page, click the “click here” link to log on to ParentsWeb.

A screenshot of the ParentsWeb announcement page. The page title is "ParentsWeb". The text states: "RenWeb has been purchased by FACTS, the company that Christian Academy School System contracts to manage tuition and fees. The following presents the different parts of FACTS and their functions." Below this, under the heading "FACTS ParentsWeb", there is a bulleted list:

- Formerly RenWeb
- Assumes all the functions of RenWeb
- Uses the same username and password as used for RenWeb
- Has a new look - more mobile-friendly
- [Click here to log on to ParentsWeb. Our district code is CA-US.](#)
- The RenWeb App on your mobile device is called "RenWeb - A FACTS Company"

3. If necessary, click **Create New ParentsWeb Account**. Note: If you had an account last year, your account has not changed. Simply enter your username and password where indicated.

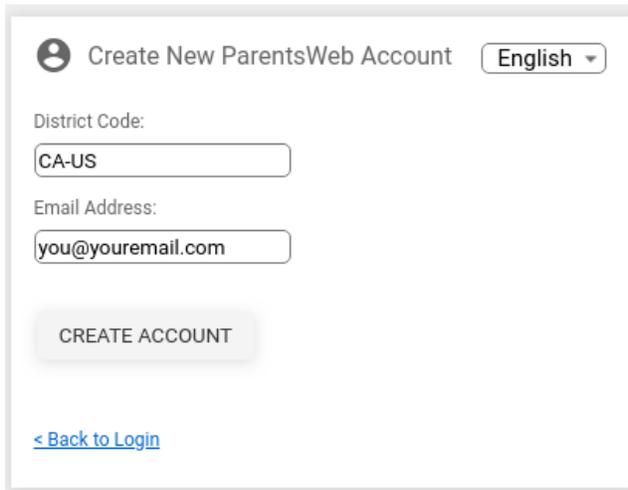
If you need help accessing your account, please email support@caschools.us.



The screenshot shows the 'Log In' page for ParentsWeb. At the top left is a user icon and the text 'Log In'. At the top right is a language dropdown menu set to 'English'. Below this are three input fields: 'District Code' with 'CA-US' entered, 'Username' (empty), and 'Password' (empty). A link for 'Forgot Username / Password?' is located below the password field. At the bottom, there are three radio buttons for 'Parent' (selected), 'Student', and 'Staff'. A 'LOG IN' button is on the left, and a link for 'Create New ParentsWeb Account' is on the right.

For your username, type your email address (this must be your primary email listed by the school). If you need to confirm the primary email we have for you in ParentsWeb, please email support@caschools.us.

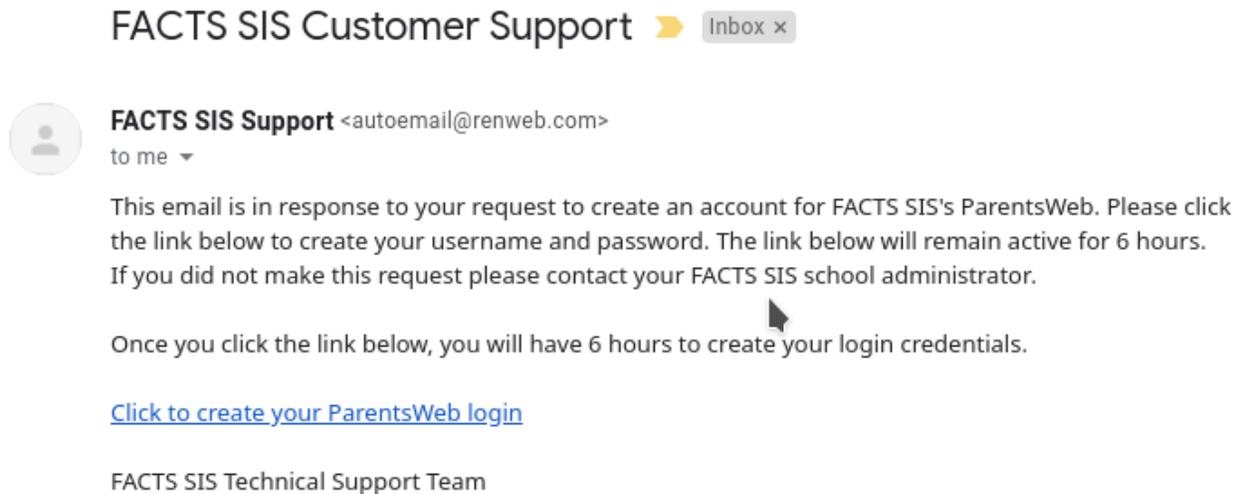
4. Click Create Account. An email will be sent that includes a link to create your ParentsWeb login.



The screenshot shows the 'Create New ParentsWeb Account' page. At the top left is a user icon and the text 'Create New ParentsWeb Account'. At the top right is a language dropdown menu set to 'English'. Below this are two input fields: 'District Code' with 'CA-US' entered and 'Email Address' with 'you@youreemail.com' entered. A 'CREATE ACCOUNT' button is centered below the email field. At the bottom left is a link for '< Back to Login'.

Below is an example of the email. If you do not receive this email, please stop and email support@caschools.us. *This problem can happen for a number of reasons, most likely that we do not have the correct email address for you in the ParentsWeb system.*

5. Select the **Click to create your ParentsWeb login** link (near bottom of email).



The web browser displays your name and ParentsWeb person ID.

6. Type a Username and Password (two times). We strongly recommend that you use your email address for the username. Please choose a username that is easy to remember.

Change/Create Password

Name	Person ID	Username	Password	Confirm	
Robert Hough	31413	<input type="text" value="rrough@caschools.us"/>	<input type="password" value="....."/>	<input type="password" value="....."/>	<input type="button" value="Save Username and/or Password"/>

7. Click the **Save Username and/or Password button**.

A message displays at the top of the browser: "User Name/Password Successfully Updated." You may now log in to ParentsWeb using your User Name and Password.

If your email address is not registered with the school, you will receive an error. If you need help accessing your account, please email support@caschools.us.

Change/Create Password

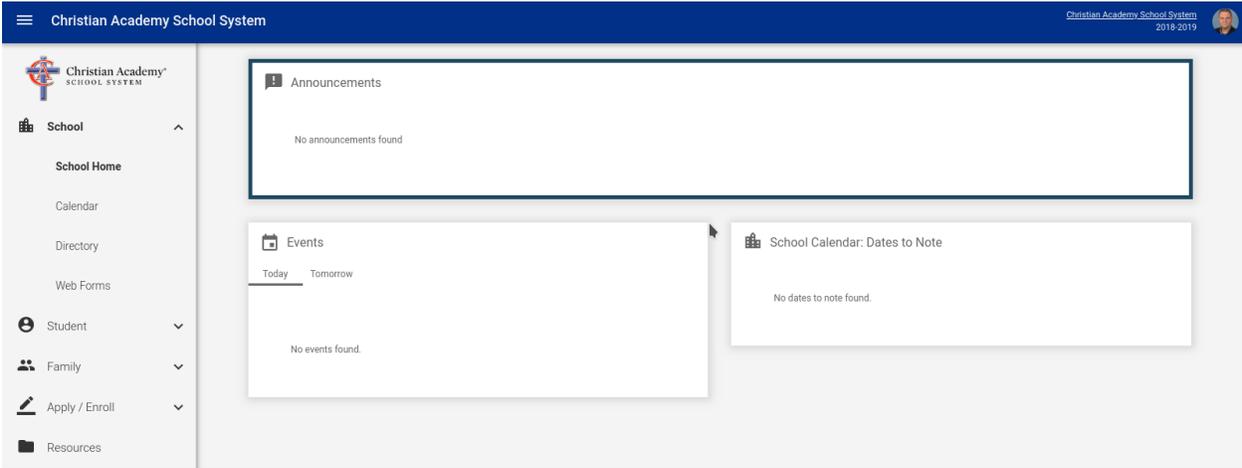
The email address rob@houghfamily.us could not be found in the system. Please contact the school administrator.

Updating Your Information/Completing the Forms

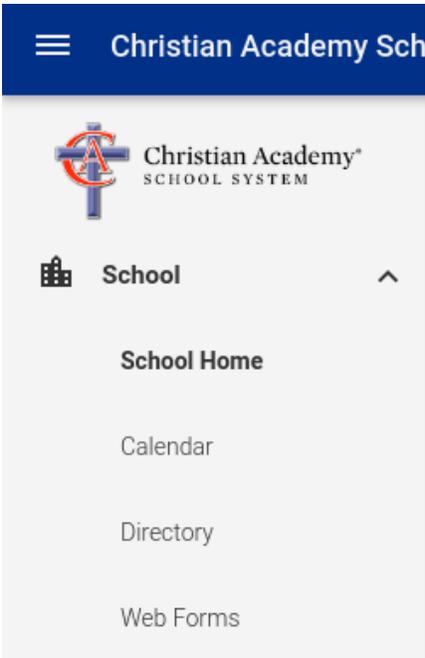
1. To log in, return to <http://caschools.us/>, and follow the links to log into ParentsWeb.



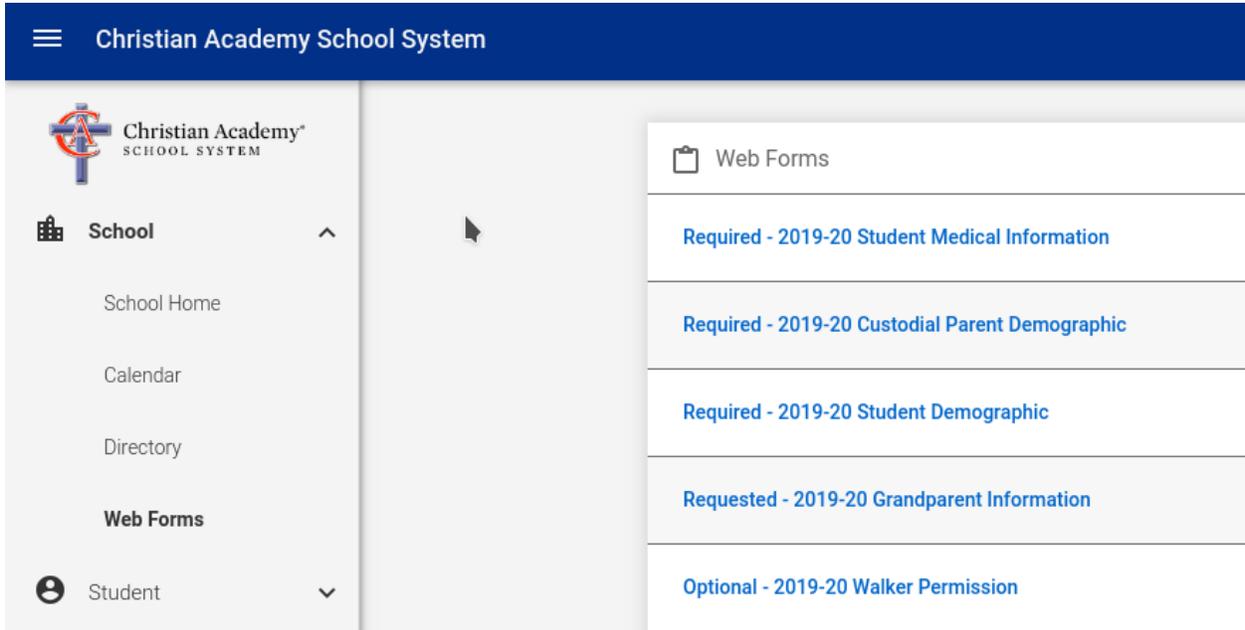
Once you log in, you will be presented with the new, mobile-friendly ParentsWeb screen.



2. To update demographics/complete forms, Click **School | Web Forms**.



3. Complete each Required form and, if applicable, each Requested form. As needed, complete each Optional form. An example of an “optional” form would be sports or bus registration.



The screenshot shows the Christian Academy School System web portal. The top navigation bar is dark blue with the text "Christian Academy School System" and a hamburger menu icon. Below the navigation bar is a sidebar with the school's logo and navigation options: "School" (with an upward arrow), "School Home", "Calendar", "Directory", "Web Forms", and "Student" (with a downward arrow). The main content area displays a list of web forms under the heading "Web Forms":

- Required - 2019-20 Student Medical Information
- Required - 2019-20 Custodial Parent Demographic
- Required - 2019-20 Student Demographic
- Requested - 2019-20 Grandparent Information
- Optional - 2019-20 Walker Permission

Note: After you save each form, you should see the following message (at the top of the form):

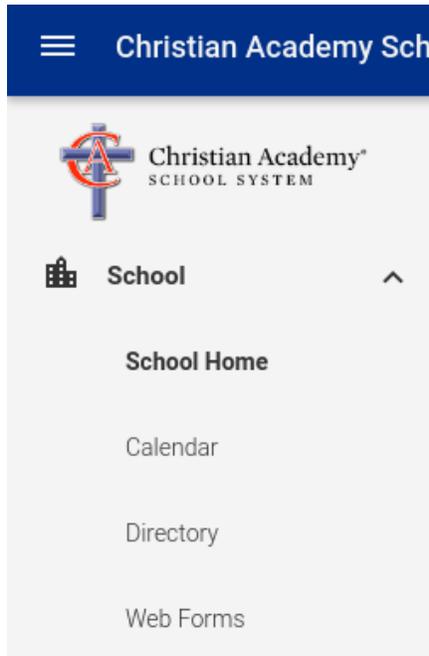
Data Saved!

Return to main form

Continued on the next page...

Accessing the Directory (Includes Opting Out)

1. To access the directory, click School | Directory. You can search and filter here.



Please note that your name, address, phone number(s), and email address(es) are automatically available to other parents in the ParentsWeb school directory unless you opt-out.

To opt-out (this must be done for each custodial parent):

1. Click **Web Forms | Required - 2019-20 Custodial Parent Demographic**.
2. Click the button for each custodial parent. *You must repeat the following process for each parent.*
3. Under **Notifications and Permissions**, configure your preferences for directory publication.

Notifications and Permissions

Auto email progress report

Directory - Block Name Yes No

Directory - Block Address Yes No

Directory - Block Phone Yes No

Directory - Block Email Yes No

Directory - Block Cell Yes No

If you need help, please email support@caschools.us.