# FACTS INSTRUCTIONS

FACTS is our school-parent communication tool. Please take a moment to familiarize yourself with the FACTS website. You will use www.renweb.com to access pertinent school information including homework, grades, student records, volunteer hours, and financial information.

**Updating Family Demographics:**
1. Go to your FACTS (Renweb) Family Portal Login.
2. Type **FCA-MO** in the District Code.
3. Type your username and password.
4. Select Parent.
5. Click "Login."
6. Click on "School" on the left-hand column.
7. Select "Web Forms" from the left-hand column. Several sets of forms are referenced in the "Web Forms" section.

- Click "Family Demographic Form" to review and update forms for each student, each parent, each emergency contact, and each grandparent.
- Complete the forms only under the first heading, "Family Demographics."
- Click on each set and following the prompts.
- You do not need to complete the acknowledgements.
- To return to the main "Web Form" screen, click "Back," or "Return to Main Form," at the top of the page.
- Be sure to save to click "Save," at the top of the page, when you have reviewed and updated each section.

**Create a FACTS Account:**
1. Your login email address must be the same email address you submitted on your admissions application.
2. Type www.renweb.com into the search engine.
3. Select "Log In."
4. Select "ParentsWeb Login."
5. Enter your email address (same address provided to the office).
6. Click on "New Family Portal Account."
7. Your password will be emailed to the email address you have provided.
8. Once you receive the password, log back into www.renweb.com.
9. To change your password select "Change Password," in the column on the far left.

**Log In to FACTS Account:**
1. Type www.renweb.com into the search engine.
2. Select "Log In."
3. Select "ParentsWeb Login."
4. Under "Family Portal Login," type the following information:
    a. District Code: FCA-MO
    b. User Name: This will be the email address you provided on the application for admission.
    c. Password: Chosen at the time you created your FACTS Account.
5. Select either "Parent," or "Student."
6. Click "Login."

**Add Service Hours**:
1. Once you've logged in (instructions above), select "Family," from the left side bar.
2. Select name from the dropdown box in the middle column.
3. Click, "Add."
4. Enter the date of service and the number of hours.  You can also add increments of hours (i.e., .25, .5, etc.)
5. To the best of your ability, select a description of the type of activity from the dropdown box.
6. (Optional)  Add any clarifying information about your service activity.
7. Complete the "Verified By," section with the name of the supervising staff or faculty member.
8. Click, "Save."

**Check Your Account Balance; Using Pay Now**
1. Log in to FACTS.
2. Click on the "Family" tab on the left side bar.
3. Your account balance can be viewed in the lower right corner of the main screen.
4. View account balance details by clicking on "Details."
5. To use the "Pay Now" feature, click on "Pay Now" in the lower right corner of the main screen and follow the prompts.  *Pay Now does not accept VISA.  The fee for using a credit care is 3% and $0.85 for e-check.*