

## Setup Instructions for Parents Web at GFA

The following instructions should help in setting up your access to the parent web for GFA through RenWeb our new school administration system. We believe that this system will be a great asset to us and will provide better communication between our teachers and parents.

The RenWeb system is a web based school management tool that is accessed and maintained totally through secure connections on the Internet. To set up an account with RenWeb so you can access your students information there are a few things that you must first do.

1. You must have a valid e-mail account on file at GFA before you can set up and access your ParentWeb service with RenWeb. If you have not done this or have forgotten which e-mail account was set up, please call the GFA office 459-6346 and we will be happy to help you.
2. Log on to the RenWeb web site at [www.renweb.com](http://www.renweb.com) and select the ParentsWeb Login option.
3. You will see a web page like the one below. In line 1, enter **GFA-ID** as the School ID. In line 2, enter the e-mail account that you have on file at GFA.
4. If you are setting up a new account, skip line 3 and select New Parent Login (or New Student Login). You will then receive confirmation that an account has been set up and a starting password has been e-mailed to you.

Note: if your e-mail account does not match or you do not have one set up yet (such as a student e-mail ) , a RenWeb account will not be created for that selection.

5. Close the RenWeb login page and after a few minutes, access your e-mail account and look for a welcome message from RenWeb with a password number.
6. Log back onto the Renweb site as described in steps 2 and 3 above, and use the password number, selecting Parent Login.
7. Once you have successfully accessed your RenWeb account, we recommend that you select the 'Change Password' option and use something more useful and easier to remember than a number.

The information that is available to you is for viewing only and you cannot change it. So don't be afraid to go exploring and see what resources and information are available to you. If you forget your password or have trouble accessing your account, call the GFA office for assistance.

Greenleaf Friends Academy  
Gaylen Smith IT Director

**ParentsWeb provides access to:**

- Account Balance
- Attendance
- Discipline Events
- Daily Grades
- Progress Reports
- Report Cards
- Transcripts
- Homework
- Lesson Plans
- Teacher Websites
- Family Demographics
- Staff & School Directory
- Newsletters & Documents
- Lunch Menu & Ordering
- Online Re-enrollment
- Configurable Web Forms



**Login**

**First-time User Instructions:**

1. Enter your School's ID (provided by your school).

2. Enter your Email Address.

(Note: Your email must already be entered into the RenWeb database by the school before you can receive your Password.)

3. Select New Parent Login or New Student Login.

**If your email address matches the email address that the school has recorded, a random password will be emailed to you at that address.**

**1. School ID**

**2. Email**

**3. Password**

Parent Login

or

Student Login

or

Staff Login

New Parent Login

or

New Student Login