

Accessing PCS Family Portal

RenWeb's PCS Family Portal is a private and secure parents' portal that will allow parents to view information specific to their children, while protecting their children's information from others. This online method of updating your information will ensure that we have your up-to-date information quickly and at all times. All you need is an internet-capable computer. In order to use your cell phone, you will have to download the "Renweb Home App", available at the Google Play Store or Apple Store.

In addition, PCS Family Portal will allow you to access:

- PCS Family Directory – If you wish your information to be unlisted, please e-mail dpoggensee@pickeringcs.on.ca as soon as possible.
- Your child's Classes and Schedule
- Surveys (if there are any)

We will require you to view and update your child's student, family, medical, health card, church, emergency contact and transportation (pick up) information before the beginning of each school year (August 31st) and each term. However, please update immediately upon any subsequent changes.

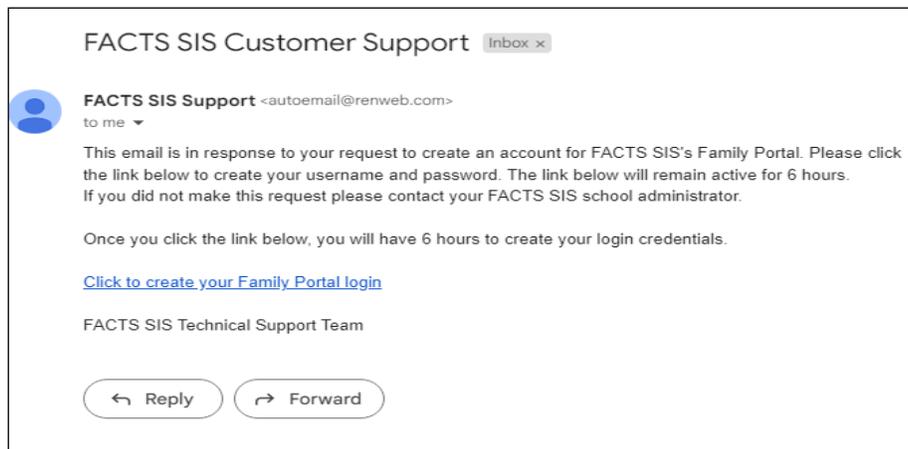
For NEW FAMILIES, please follow the instructions found on Page 2 below for creating an account and then update your information.

For FAMILIES THAT ALREADY HAVE AN ACCOUNT, please follow the instructions on Page 3 for updating/confirming your information.

New Families – Creating an Account

Here's how to access our easy-to-use **RenWeb PCS Family Portal**:

- Go to the PCS website: www.pickeringcs.on.ca (Google Chrome or Firefox are the two recommended browsers)
- Click on **PCS Family Portal** in the top right side of the home page
- Click **Create New Family Portal Account**.
- Type your email address and click **Create Account** (you must use the email address that we have on file). An email will be sent which includes a link to create your ParentsWeb login. *The link is active for 6 hours.*



- Select the Click on **“Click to create your Family Portal login”**.
- Type a **User Name**, **Password**, and **Confirm** the password.

Change/Create Password

Name	Person ID	Username	Password	Confirm	
Deb Poggensee 24		<input type="text" value="dpoggensee@pickeringcs.on.ca"/>	<input type="password" value="*****"/>	<input type="password"/>	<input type="button" value="Save Username and/or Password"/>

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

Username/Password successfully updated.

Change/Create Password

Name	Person ID	Username	Password	Confirm	
Deb Poggensee 24		<input type="text" value="dpoggensee@pickeringcs.on.ca"/>	<input type="password" value="*****"/>	<input type="password"/>	<input type="button" value="Save Username and/or Password"/>

- A message displays at the top of the browser, **"User Name/Password successfully updated."**
- You may now log in to ParentsWeb using your new User Name and Password.

Current Families – Updating Information

Please continue to press “Save” in each section so that we will receive a notification that you have reviewed the information.

- Go to the PCS website: www.pickeringcs.on.ca (Google Chrome or Firefox are the two recommended browsers)
- Click on “**PCS Family Portal**” on the right hand side.
- Sign-In:
 - District Code: PCS-CAN
- Click on “**Web Forms**” on the left side:
- Click on “**Family Demographic Form**”:
 - The following headings appear for EACH student (or custodian(s), where applicable) in the family:

	Web Form	Information to be Updated
Enrolled Students	Student Demographic Form	<ul style="list-style-type: none"> ○ Demographic Information ○ Contact Information ○ Religious Affiliation
Student Medical	Student Medical Form	<ul style="list-style-type: none"> ○ Demographic Information ○ Physician and Insurance ○ Medications ○ Medical Conditions ○ Allergies
	Additional Health Information Required	<ul style="list-style-type: none"> ○ Health Card Information ○ Permission to take Potassium Iodine Pill
Custodial Parents	Custodial Parent Form	<ul style="list-style-type: none"> ○ Demographic Information for EACH custodial parent
Emergency Contact	Emergency Contact Form	<ul style="list-style-type: none"> ○ List of Name(s) and Contact Information for individuals approved as Emergency Contacts for the student
Transportation	Transportation Form	<ul style="list-style-type: none"> ○ List of Name(s) and Contact Information for individuals approved as Transportation Contacts (pick up) for this student

- Make sure to click **SAVE** (even if no changes).
- When you have reviewed and saved all sections, click on **Logout** (found on the right hand side under your Initials).