

# Accessing ParentsWeb

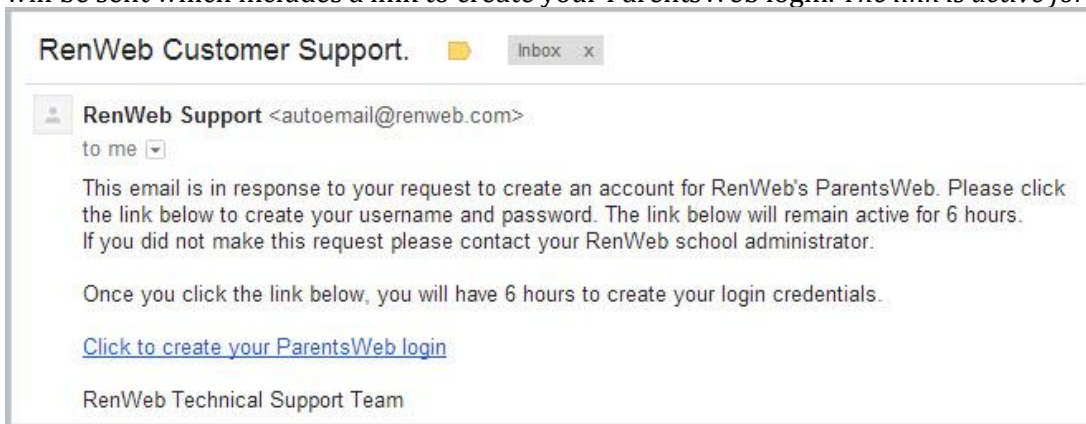
**RenWeb's ParentsWeb** is a private and secure parents' portal that will allow parents to view information specific to their children, while protecting their children's information from others. This online method of updating your information will ensure that we have your up-to-date information quickly 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.

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

For **NEW PARENTS**, please follow the instructions below for creating an account and then update your information. For **PARENTS THAT ALREADY HAVE AN ACCOUNT**, please follow the instructions on Page 2 for updating/confirming your information.

Here's how to access our easy-to-use **RenWeb ParentsWeb**:

- Go to the PCS website: [www.pickeringcs.on.ca](http://www.pickeringcs.on.ca) (Google Chrome or Firefox are the two recommended browsers)
- Click on **Parents Web** in the top right side of the home page
- Click **Create New ParentsWeb 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 to Create your ParentsWeb login** link.
- A web browser displays 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**.

A message displays at the top of the browser, "**User Name/Password successfully updated.**"

**User Name/Password successfully updated.**

**Change/Create Password**

<b>Name</b>	<b>Person ID</b>	<b>User Name</b>	<b>Password</b>	<b>Confirm</b>
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="text"/>

- You may now log in to ParentsWeb using your new User Name and Password.

## UPDATING OF INFORMATION

As soon as you have logged in, please take a few moments to update your information for the new school year. We will require this to be done each year **by August 31st. EVEN IF THERE ARE NO CHANGES. PLEASE CONTINUE TO PRESS "SAVE" IN EACH SECTION SO THAT WE WILL RECEIVE A NOTIFICATION THAT YOU HAVE REVIEWED THE INFORMATION.**

1. Choose **Web Forms** from the list on the left hand side of the screen.
2. Click on **Family Demographic Form**.
3. The following forms appear:
  - Student Demographic Form
  - Student Medical Form
  - Additional Health Information  
(Health Card and Potassium Iodide Permission)
  - Custodial Parent Form
  - Emergency Contact Form
  - Transportation Form  
(who is allowed to pick up your child)
4. Click on the **Student Demographic Form** box and review the information. Make any changes.
5. Click **SAVE** (even if no changes).
6. Then click on **Return to Main Form** to go back to the list of forms.
7. Repeat for each section.
8. When you have reviewed and saved all sections, click on **Logout**.

In addition, ParentsWeb will allow you to access:

- PCS Family Directory – **PLEASE EMAIL [dpark@pickeringcs.on.ca](mailto:dpark@pickeringcs.on.ca) AS SOON AS POSSIBLE, IF YOU WISH YOUR INFORMATION TO BE UNLISTED.**
- You can also print the directory.
- Your child's Classes and Schedule
- Surveys (if there are any)