

Instructions for Creating ParentsWeb RenWeb Account

1. Go to www.renweb.com
2. Choose the **LOGIN** button on the far-right side of the screen; click on the ParentsWeb login button from the drop-down menu
3. Click on the Create New Family Portal Account hyperlink
4. The next screen will ask for:
District Code: JP-TX
User Name: Email provided to the school when you completed the application
5. An email will be sent to the email address you typed in Step 3 (be sure to check your email soon after this step because the invitation will only last a few hours – if you don't then it will expire and you'll have to restart the process)
6. Follow the instructions provided in the email
7. Once steps 1-6 are complete, go back to www.renweb.com
8. Choose the **LOGIN** button on the far-right side of the screen; click on the ParentsWeb login button from the drop-down menu; (bookmark this page on your computer to avoid step 8 in the future)
9. Enter the following:
District Code: JP-TX
User Name: this is the user name you created in Step 6
Password: this is the password you created in Step 6
10. Choose Parent
11. Click Login button

Helpful Tip: These same steps can be used to create a student account. Just use the student email when asked for email & click student instead of parent when creating or logging in to accounts. The student login can see the same information as the parent login with exception to the financial information.

Instructions for Creating FACTS Financial Account

1. Log in to newly created RenWeb ParentsWeb account
2. Click on the Financial tab (towards the left-bottom of the screen)
3. Click on the Financial Home hyperlink (top right-hand section of screen)
4. Simply follow the prompts to create your account

Items of Note

1. Three pay plans: annual, semester, 12 months
2. Tuition drafts will begin June 2020
3. Peace of Mind insurance – optional, \$20/year - this insurance will pay the regular balance of your student's tuition in the event you or your spouse dies. This will not cover past due balances or incidentals.
4. Incidentals – this is where you will see charges for student fees, included, but not limited to paperbacks, sports fees, graduation (seniors only), dual credit classes, etc. In addition, if you keep this box checked, it will automatically draft from the account you established for tuition about two weeks after you are invoiced. If this box is unchecked, you will have to remember to go into your FACTS account to make these payments yourself, it will not auto draft.
5. Lunch account – this is a pre-pay account, which means that you will put money on the account & the student will draw it down as they purchase lunch or snacks. You will receive a notification to refill when the balance runs low.

Have fun navigating! Please contact Mrs. Sullivan at the school office, 830.643.0802 or via email, lsullivan@johnpaul2chs.org, if you have any questions. God Bless!