



## How to Start Using Your Account

### Logging in for the First Time

- a. Go to renweb.com
- b. Click **Logins**
- c. Click the **ParentsWeb**
- d. Type the **District Code:** sl-fl
- e. Click **Create New ParentsWeb Account**
- f. Type the email address that the school has on file in RenWeb for the Parent
  - i. **\*\*St Luke's must have an email on file for the parent to register with RenWeb. Contact the PreSchool or K-8 offices to get your email on file if this is the case**
- g. Click **Create Account**
- h. An email is sent to the email address on file in RenWeb for the Parent
- i. Access the email account and click the link to create your user name and password.
- j. Type a **User Name** and **Password**.
  - i. usernames and passwords are case sensitive
  - ii. you do not have to use your email address as your username
  - iii. a combination of 6 letters and numbers is required for the password
- k. Click **Save User Name and/or Password**.

### Logging into ParentsWeb

- a. Go to renweb.com
- b. Click **Logins**
- c. Click **ParentsWeb Login**
- d. Type the **District Code:** sl-fl
- e. Type your **User Name**
- f. Type your **Password**
- g. Choose the **Parent** button
- h. Click **Login**
- i. The **ParentsWeb** displays St Luke's main page

## How to Order Lunches Online

St Luke's will be moving to an online lunch ordering system. Students will no longer order with their Homeroom Teachers in the mornings for the next day. The menus will be available for one week at a time but may change as the year progresses. You must have your orders submitted by 7:00 pm the previous night. If a lunch is ordered, the parent is responsible for payment, even if the child is absent.

Even if your child orders a la carte, such as a drink with their lunch, an online order must be completed. This is very helpful for lunch preparation. The student will still have the opportunity to order "extra" items after the initial lunch line has been completed.

1. Log on to your ParentsWeb account
2. Expand **Student Information**
3. Choose **Lunch**
  - a. You will also see a small lunch window at the bottom of your students' information page which displays menus and allows you access order page
4. Choose the **Format:** and **Date:**
  - a. This is how you choose to **view** the menus and for what timeframe
  - b. **List** may be a bit easier to read (from the drop down menu)
5. Choose **Create Web Order**
  - a. This is in the top right corner
6. Complete the lunch order form by entering the quantities of each item
  - a. A hot lunch comes with a drink and 2 sides unless noted differently in the menu description
  - b. A la carte items are entered as well - even when just purchasing a water
  - c. Preschool - Hot Lunch is a separate menu item. They may also order a la carte items as well
  - d. Complete the orders for each of your students
7. Hit **Enter** to total your order
8. Choose **Order Items** to place your orders

## How to Pay Online With RenWeb "Pay Now"

St Luke's families will have the ability to pay all of their school charges online. It is a simple process.

1. Log on to your ParentsWeb account
2. Expand **Family Information**
3. Choose Family Billing
  - a. Details to look at itemized charges
    - i. Lunch charges
    - ii. Tuition charges
    - iii. Field Trip charges
    - iv. Extended Care Charges
  - b. Pay Now to make payment
4. To Pay Now
  - a. Choose **Pay Now**
  - b. Enter your amounts you wish to pay
  - c. Select **Pay Now** box
  - d. **Continue**
    - i. Note the .85 service charge for echeck processing
  - e. Enter the requested banking information for echeck
  - f. **Continue** and follow remaining instructions
  - g. You will get a confirmation

**How to Change your Family/Student Demographic , Emergency Contact, and  
Transportation Information  
Username / Password changes**

1. Log on to your ParentsWeb account
2. Expand **Family Information**
3. Choose **Family Home**
4. The **Home Filing Cabinet** contains web forms to update information
  - a. **Family Demographic Form** contains information that the parent can update
  - b. **Custodial Parent Form** and the **SLLS Grandparent Form** also contain information that can be updated by the parent
5. Note that this is not an automatic update process. The data is reviewed by our records department and applied if no obvious errors are noted
6. Inside the Family Demographic Form, you can also update your:
  - a. **Student's Demographic Information**
  - b. **Emergency Contact Information**
  - c. **Transportation Information**
    - i. This is the form that is used to tell St Luke's who is approved to pick up your child. This is very important this year as this will be the information

that our Extended Care Department will use when checking your child out of Extended Care with the RenWeb Extended Care System

**7. Family Home - Username / Password**

- a. This is where you can change your username and password after successfully logging onto RenWeb

**RenWeb Mobile App - iPhone and Android**



[View in the App Store](#)

- RenWeb Home Provides Access to ParentsWeb with the Conveniences of an App
- RenWeb Home provides access to ParentsWeb from an iPod, iPhone or iPad with the conveniences of an App for an annual subscription of \$4.99 per household.
  - Always stay logged into ParentsWeb
  - Get to your information faster
  - Communicate easier with other school parents and faculty through your iPhone's integration with the School Directory, allowing you to Tap & Send emails or make phone calls instantly to directory listings. Import school calendar events and student homework assignments into your iPhone Calendars
- RenWeb Home information includes:
  - **SCHOOL INFORMATION**
    - Calendar Events
    - Announcements
    - School Directory Information
  - **STUDENT INFORMATION**
    - Homework Assignments
    - Lesson Plans
    - Daily Grades
    - Report Cards
    - Attendance
    - Behavior Events
    - Class Schedules

- **FAMILY INFORMATION**
  - Demographic and Contact Information for Family Members on File
- **RenWeb Home** is available in the Apple App Store for an annual subscription of \$4.99 per year which covers all iPhone/iPod/iPad devices for every parent and student in your household as recorded in RenWeb. Search the App Store for **RenWeb Home**. (Also available with Android Devices)

### **Make Sure you get your Emails via RenWeb from St Luke's**

As email filters become more and more strict, it has come to the point that we must, at many times, manage what emails are sent or blocked within our own personal email accounts. Email Providers (such as AOL, Yahoo, Earthlink, AT&T) all do this a bit differently. We ask that you research how your provider handles spamming or filtering and make sure that anything from the following senders are approved:

- renweb.com
- slcs.org

We have provided the steps below for any users that have Gmail as their email provider. As you know, Google is the education provider that we use at St. Luke's.

For those of you that receive emails at your work addresses, research with your technology department how you can make sure the the above domains are always allowed to be sent. Most times, this can be done at the personal account level.

Since RenWeb and Gmail are what will keep you most connected to St Luke's. You will be ordering lunches, paying your school bills, updating your informations, and re-enrolling with RenWeb. All correspondence will come through RenWeb. It is important that you are connected via this tool.

#### **Gmail**

- Click the Gear Icon
  - top right corner of email app
- Choose Settings
- Choose Filters
  - top taskbar
- Choose - Create a new Filter
  - bottom of page

- In “From” box put - renweb.com
- In “Has the Words” box put - renweb
- Click - Create a Filter with this Search
  - bottom of the pop-up box
- Check - Never send it to Spam
- Check - Always mark it important
- Choose - Create a Filter
- If you do receive an email via RenWeb in Gmail Spam, be sure to mark it as Not Spam

## A Final Note about Browsers

- ParentsWeb works with all common browsers that are most often used today
  - Chrome
  - Firefox
  - Internet Explorer
    - For Internet Explorer Only
    - Make sure you have version 11
    - Instructions to enable compatibility mode for Internet Explorer version 11:
      - Click the **Gear** icon on the top right corner of the IE 11 browser
      - Add **Renweb.com** to the list by typing it in the top text field
      - Select **Add**
      - IE 11 will automatically go into compatibility view mode when anything is accessed within RenWeb’s domain
  - If you are using a Mac
- RenWeb will not work in Safari
- Use **Firefox** as your browser for Macs
  - Download the browser, Firefox will detect that you are on a Mac platform and download the correct version