

# Accessing & Setting Up ParentsWeb & FACTS Payments

**RenWeb & FACTS** gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

- ParentsWeb allows you to access:

Student attendance and grades, progress reports, report cards, assignments, homework, school events, lunch menu, and incidental billing (lunch, milk, extend day, etc.).

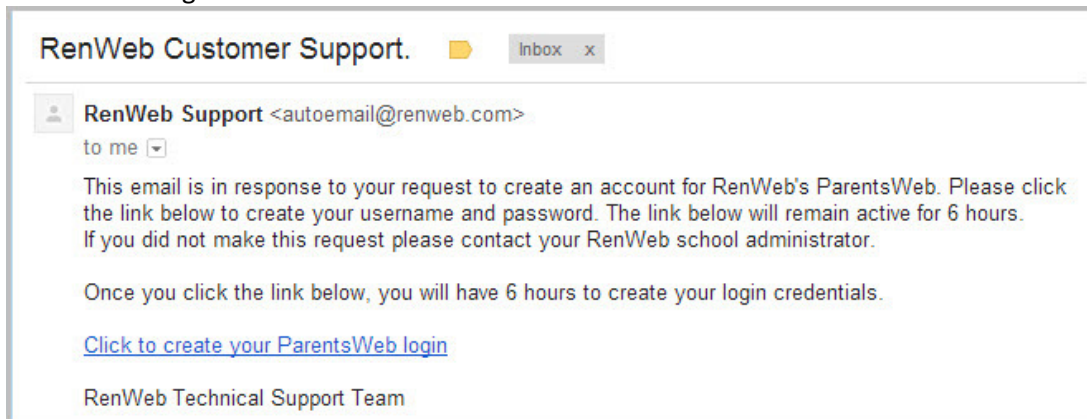
- FACTS allows you to set up:

Your reoccurring tuition payments and apply for financial aid.

**RenWeb's ParentsWeb** is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

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

- Make sure that we have your email address. If you did not submit your email address on the registration paperwork, you will be unable to use RenWeb. Every email submitted will be able to access RenWeb.
- In Internet Explorer, Firefox, or Safari, go to [www.renweb.com](http://www.renweb.com) or visit the School Website at [www.cathedralschoolil.org](http://www.cathedralschoolil.org) and click on the RenWeb logo on the right side of the page.
- Type the school's **District Code**: CAT-IL
- Click **Create New ParentsWeb Account**.
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your ParentsWeb login. The link is active for 6 hours.



- From your email, select the **Click to Create your ParentsWeb login** link.
- A web browser displays your **Name** and RenWeb **Person ID**.
- Choose 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**

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

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

**AFTER YOU HAVE CREATED YOUR PARENTSWEB ACCOUNT YOU MUST DO THE FOLLOWING!**

- Log in to ParentsWeb with your newly created account information.
- Click on **Family Information**
- Then click on **Enrollment/Reenrollment**

You will then be directed to the Online Enrollment Page. This is where you will go tab by tab and complete the requested information. If you are missing something, a yellow warning triangle will show next to the section that is incomplete. Click on and complete the **Start Enrollment Packet** for each student. As you move down throughout the Online Enrollment Page, you will eventually get to **FACTS Tuition**. When you click on this tab, you will be taken to the FACTS Management Page. You will need to create an account and then proceed through there and set up your reoccurring payments. IF you already have a FACTS account, use that username and password. Once Online Enrollment and FACTS Payments are set up, you will be able to access grades, incidental billing and more through ParentsWeb. By the 26<sup>th</sup> of August, all fees assessed so far for the 2016-17 school year will be applied to your family account and can be found under Family Billing. Upon logging in the first time, if you have an outstanding balance from last year, you will see that amount under Family Billing.

**NOTES ABOUT FACTS:** FACTS replaces EFT, however, EFT is still active on the church side. When you go in to set up your payment plan, you will not see dollar amounts. Once you have completed the application, we will use your signed tuition contract to add payment amounts. **FACTS is not optional.** This is the only method of paying tuition from this point forward. We have added multiple processing days per several parents' requests. Please remember, Pre-K tuition payments can only be paid using the 10 month payment option. Kindergarten thru 8<sup>th</sup> grade can use either the 10 or 12 month option. ALL payments MUST start in September.

**DEADLINES: All ParentsWeb accounts and FACTS payments MUST be set up by August 24<sup>th</sup>. Accounts and payments not set up by the 24<sup>th</sup> will incur a \$25 late fee.**

**Every family MUST have a valid email that is checked regularly in order to have a ParentsWeb account.**

**If you do not have a computer, please call the school office, no later than August 22<sup>nd</sup> to make arrangements to use a school computer.**