



## ParentsWeb Instructions

### First Time Users

1. Go to regentsacademy.com
2. Click on the **Resources Tab**. Then from the pull down choices, click on the word **RenWeb** and it links you to the RenWeb sign-in page.
3. Click on the Create New ParentsWeb account.
4. You must type in the School ID. It is **RAN-TX**.
5. Enter your email address here and then click create account.
6. RenWeb will now email you a ParentsWeb password.

### Return Users

1. Once you have the password that RenWeb has emailed you or you already have a password, go to regentsacademy.com.
2. Click on the RenWeb link on the right side hand side of the page.
3. You must type in the School ID. It is **RAN-TX**.
4. Enter in your email address.
5. Type in the password that RenWeb emailed you or your existing password.
6. Hit Login.
7. You must scroll down past the pictures to access all the information in ParentsWeb.
8. Once in ParentsWeb, you may change your password to a personal password. You do this by clicking on the Family Information button on your left. Click on the Username/Password button. You may now personalize your password.

### Directory, Grades, Newsletters, and Lesson Plans

1. You must scroll down past the pictures to access all the information in ParentsWeb.
2. To see a school directory, click on the School Information button.
3. To see your student's grades, click on the Student Information button.
4. **Please remember that we are only opening the grading portion of ParentsWeb to second grade parents and above.**
5. Click on your student's name at the top of the page.
6. Once in the Student Information page, click on the grades button to see the Grade Book Report.
7. You may look at different classes by using the Select a Class pull down screen.
8. Grades will be updated weekly on Wednesday, so you can look for new grades on Thursday. Some teachers update their grades throughout the week.
9. To see Lesson Plans for your 7<sup>th</sup>-12<sup>th</sup> grade student's classes, click on the Lesson Plans button. You must choose your 7<sup>th</sup>-12<sup>th</sup> grade student and click on the lesson plan tab
10. Please call (559-7343) or email Mrs. DeKerlegand (rabusinessmanager@gmail.com) if you have any questions.