



ParentsWeb Instructions

(PLEASE NOTE: RenWeb is transitioning to FACTS so some parts of RenWeb may look different)

First Time Users

1. Go to regentsacademy.com
2. Click on the **Resources Tab**. Now 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.
7. Once you receive the password from RenWeb, go to regentsacademy.com and click on the RenWeb link from the Resources Tab or the logo at the bottom of the page.
8. You must type in the School ID. It is **RAN-TX**.
9. Enter in your email address.
10. Type in the password you received from RenWeb and click the log in button.
11. Once in ParentsWeb, you may change your password to a personal password. You do this by clicking on the circle with your initials in the top right corner. Click on the Username/Password button. You may now personalize your password.

Directory, Grades, Newsletters, and Lesson Plans

1. To see a school directory, click on the School drop down menu.
2. To see your student's grades or lesson plans click on the Student drop down menu.
3. **Please remember that we are only opening the grading portion of ParentsWeb to second grade parents and above.**
4. Click on your student's name at the top of the page.
5. Once in the Student Information page, click on the grades button to see the Grade Book Report.
6. You may look at different classes by using the Select a Class pull down screen.
7. Grades will be updated weekly.
8. To see Lesson Plans or Teacher Notes for your student's classes, click on the Lesson Plans button. You must choose your student and click on the lesson plan tab.
9. Please call (559-7343) or email Mrs. Gilbreath (office@regentsacademy.com) if you have any questions.