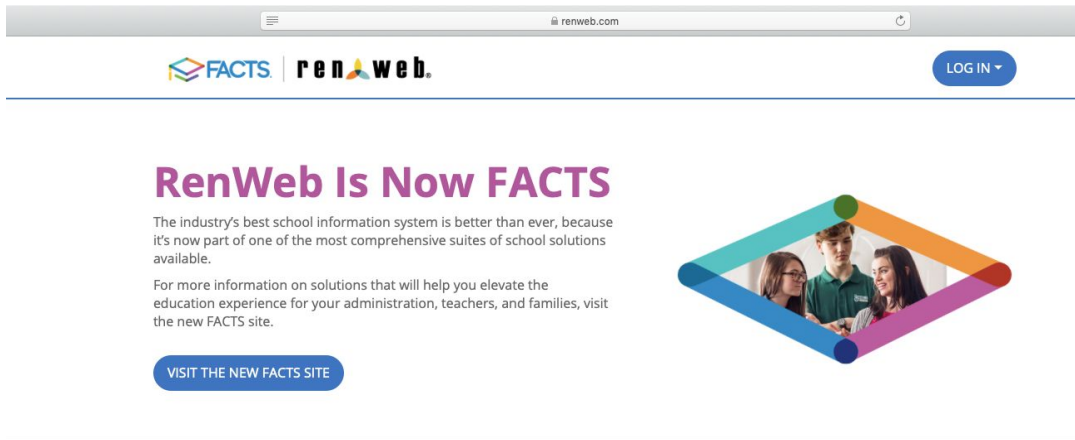


Accessing FACTS Family Portal

RenWeb's Family Portal 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, conduct, attendance, and other useful school information. Family Portal can also be used to make tuition payments and order lunches.

Follow these steps to access Family Portal:

- In your web browser, go to www.renweb.com and click **Logins**.



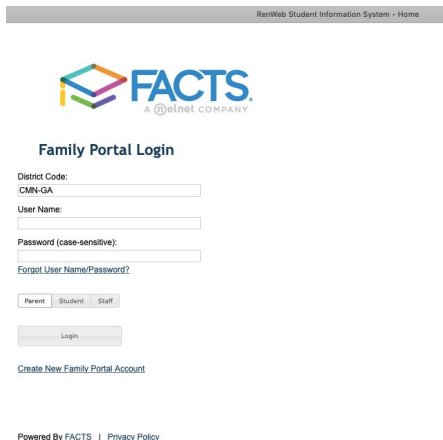
RenWeb Is Now FACTS

The industry's best school information system is better than ever, because it's now part of one of the most comprehensive suites of school solutions available.

For more information on solutions that will help you elevate the education experience for your administration, teachers, and families, visit the new FACTS site.

[VISIT THE NEW FACTS SITE](#)

- Type the school's district code: **cmn-ga** (Some browsers autocorrect this, so be sure it is entered correctly)



RenWeb Student Information System - Home

FACTS
A @net COMPANY

Family Portal Login

District Code:
CMN-GA

User Name:
[Input Field]

Password (case-sensitive):
[Input Field]

[Forgot User Name/Password?](#)

Parent Student Staff

[Create New Family Portal Account](#)

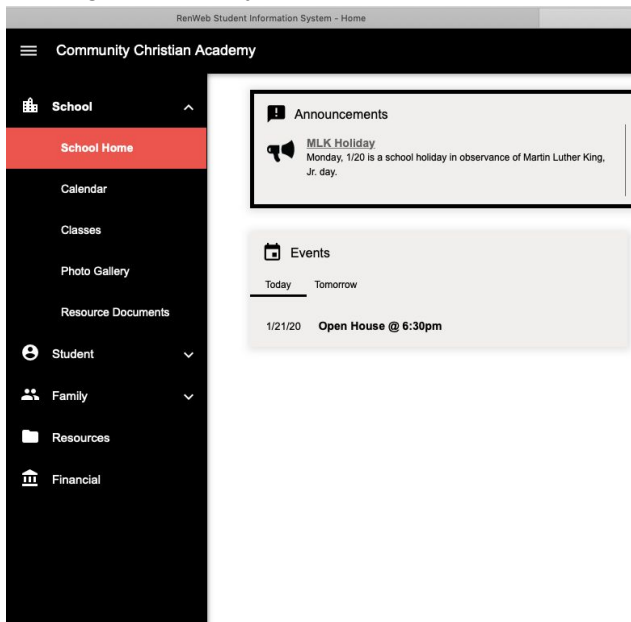
Powered By FACTS | [Privacy Policy](#)

- Click **Create New Family Portal Account**

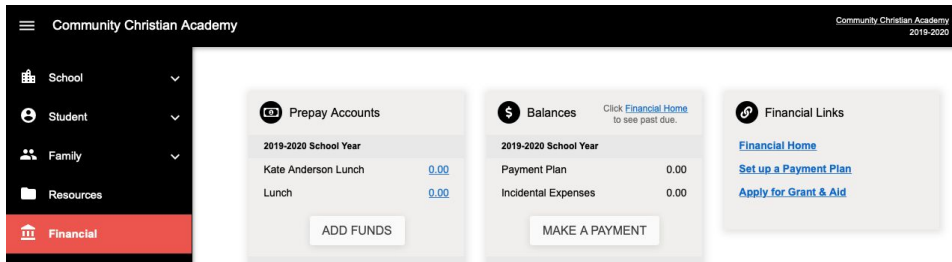
- Type your email address and click **Create Account. This needs to be the same email address used on the student’s enrollment application.**
- An email will be sent which includes a link to create your Family Portal login. The link is active for 6 hours. On the email, select **Click to Create your Family Portal login** link.
- A web browser displays your **Name** and **Person ID.**
- Type a **User Name, Password, and Confirm the Password.**
- Click **Save User Name and/or Password.** A message will display at the top of the browser, **“User Name/Password successfully updated.”**
- You may now log in to Family Portal using your new User Name and Password.

To set up a payment plan in FACTS:

- Log in to Family Portal and selects **FINANCIAL** from the left hand menu.



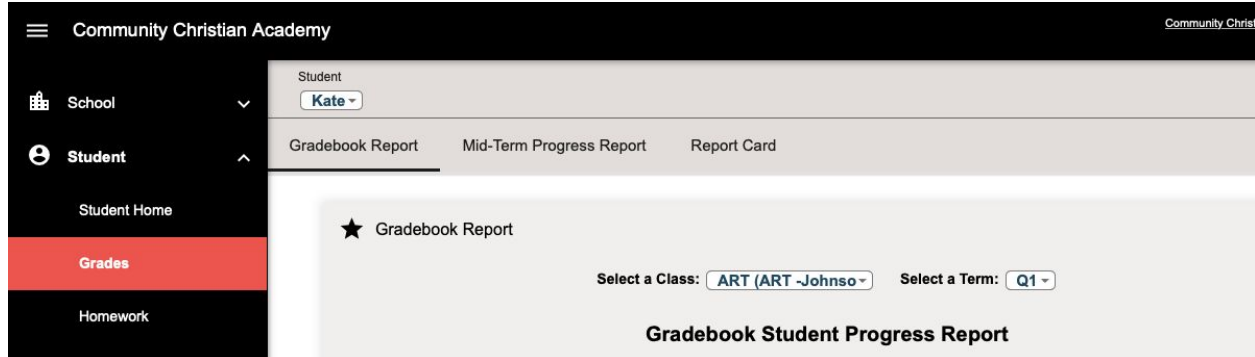
- Select the link to **Set Up a Payment Plan.**



- **Plan Options:** Select a payment plan. Note information about possible fees.
 Students enrolling with **CCA** for K3 and K4 should **NOT** select the Monthly Payments Preschool option...this payment plan is for our **Mother's Day Out Program ONLY.**
- **Payment Details:** Enter your financial account information.
- **Payment Schedule:** Select your payment date and review your schedule.
- **Review and Authorize:** Check the box to agree to the Terms and Conditions and click **Submit.**

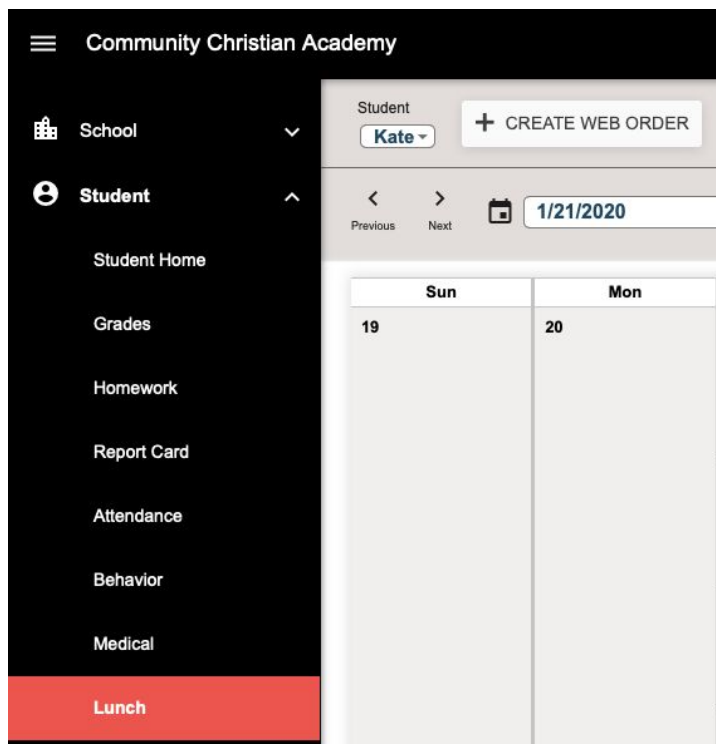
Accessing grades on Family Portal:

- Log in to Family Portal with your user name and password.
- Click on the tab marked **Student.**
- Choose **Grades.**
- If there are multiple students in your family, you can choose the student name from the drop down menu at the top left.
- Choose from either **Gradebook Report** (which will allow you to see assignment grades by subject), **Mid-Term Progress Report**, or **Report Card.**



To Order Lunches on Family Portal:

- Log in to your Family Portal account
- Under the tab **Student**, click **Lunch.**
- Change the time frame to month and choose the appropriate month.



- Click **Create Web Order**
- Click on student's name under Lunch Order Form (shows daily meal choices)
- Choose the day you wish to order and enter the quantity by your meal choice
- Once you are done ordering, click **Submit Order**
- Check your order on the Confirm Lunch Order page
- Click **Confirm and Pay**; takes you to the FACTS payment page
- Click **Pay Now** and your order will be placed. **You must pay for your order when you place it, or your order is not valid.**