



## Phoenix Christian PREPARATORY SCHOOL

### Accessing ParentsWeb

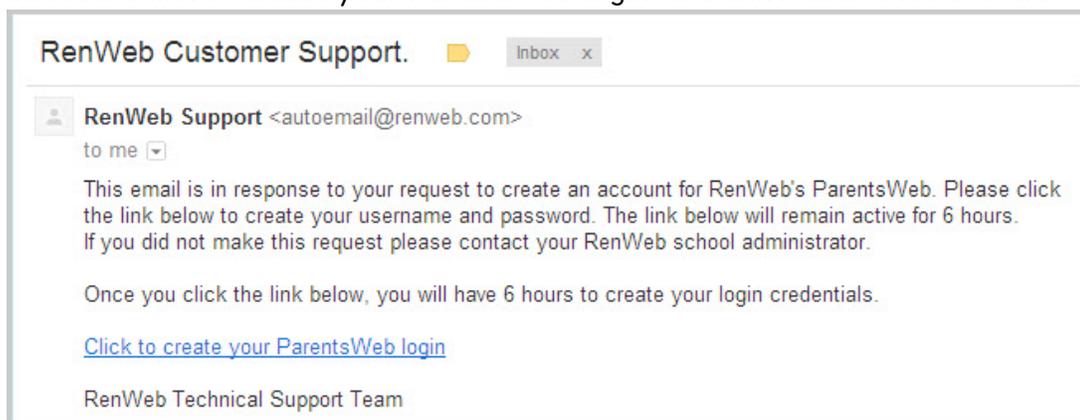
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**FACTS Management** gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

**ParentsWeb** from **FACTS** 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. **(To access from a phone, you will need to download the \$5 app.)**

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

- In Chrome, Firefox, Safari, or Internet Explorer go to [www.factsmgmt.com](http://www.factsmgmt.com) and click **Parent Login**, then select **FACTS Family Online (ParentsWeb)**.
- Type the school's **District Code: PH-AZ**.
- 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.



- Select the **Click to Create your ParentsWeb login** link.



- A web browser displays your **Name** and RenWeb **Person ID**.
- Type 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.**"

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"/>

- You may now log in to ParentsWeb using your new User Name and Password.
- ParentsWeb allows you to access:
  - Student attendance and daily grades
  - Progress reports, reports cards and transcripts
  - Lesson plans and homework
  - School events and lunch calendar

## Ordering Lunch

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Once you are logged on to RenWeb, follow the steps below:

1. Click on Student Information on the left à Lunch
2. Select "Create Web Order"
3. Place a 1 in the quantity box for the lunch item that you would like your student to have for each day.
4. Once all items have been selected, click "Submit Order" at the bottom of the page.
5. Review your order and then select "Confirm and Pay".
6. Follow the steps to make your payment.

If you need additional help, please let us know. We would be happy to walk you through the process!

