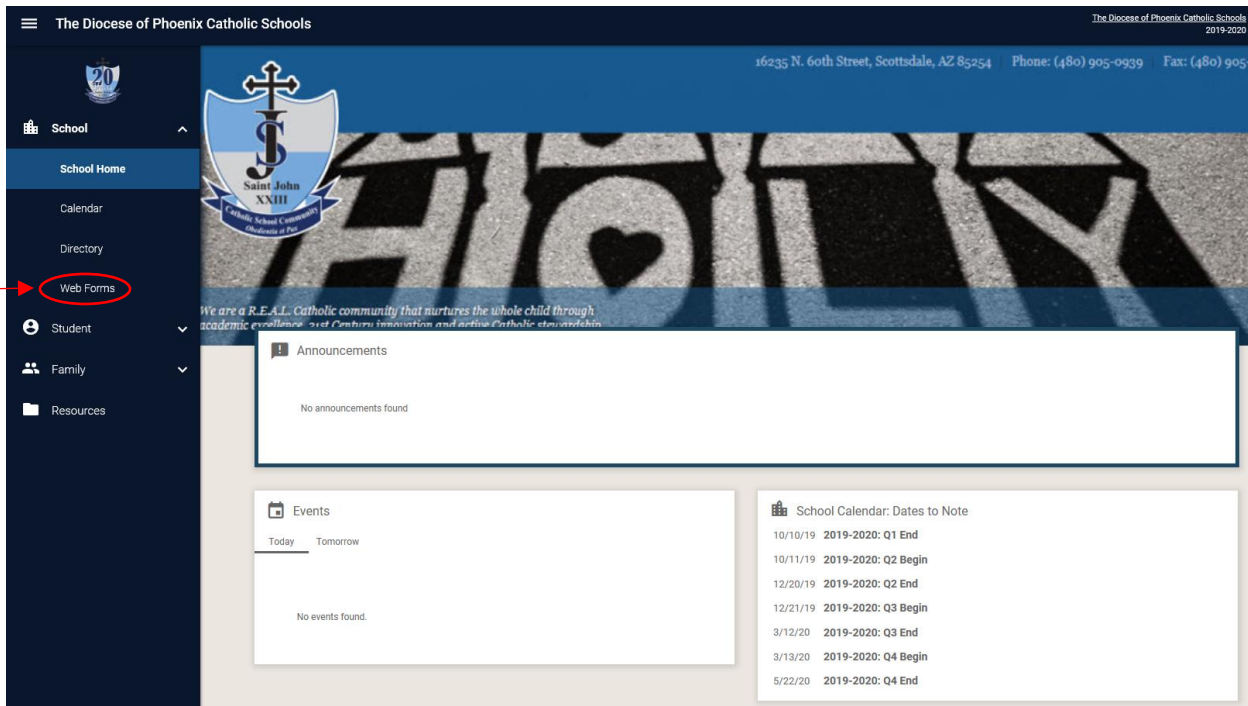
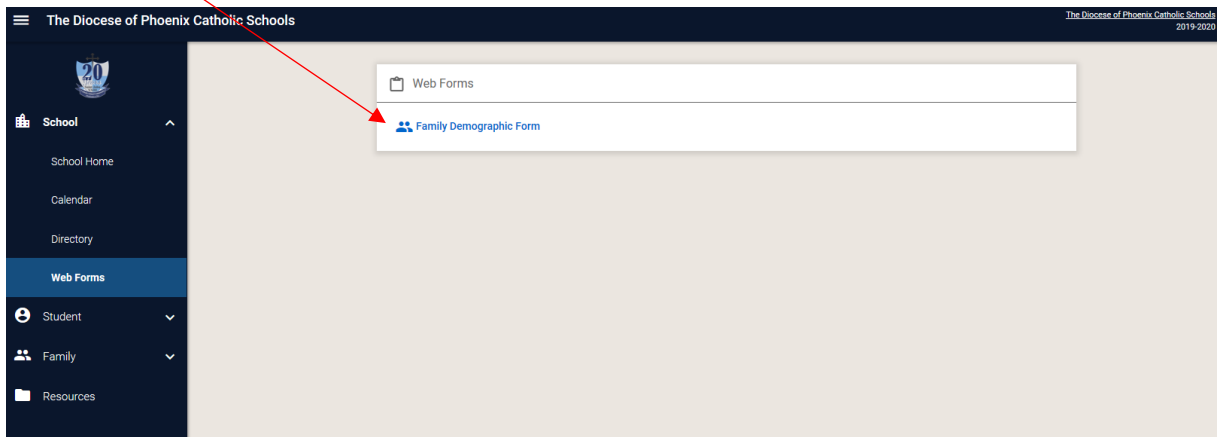


How to Update Your Parent Directory Settings in RenWeb

1. Log in the RenWeb parents Web on a desktop or laptop computer (this feature is not accessible via a mobile device even with the RenWeb Parent app.)
2. Click on “Web Forms” in the left column



3. Click “Family Demographic Forms” on the new page that opens



4. On the new page that opens from there, find your name and click the “Custodial Parent Form” button next to your name. For blended family households, each biological parent will need to complete this step for themselves. For families with one account, one person can complete this form, but must do it for BOTH custodial parents in the account.
5. This will open a new page where you must scroll down to the bottom to the section below titled “Parent Preferences”

The screenshot shows a web interface with a dark blue sidebar on the left containing navigation options: Calendar, Directory, Web Forms (highlighted), Student, Family, and Resources. The main content area is a form with two sections: 'Employment Information' and 'Parent Preferences'. The 'Parent Preferences' section is circled in red. It includes a dropdown for 'Auto Email Gradebook Progress Report' set to 'Never', and several radio button options for 'Directory: Block Name', 'Directory: Block Address', 'Directory: Block Email', 'Directory: Block Phone (Home)', 'Directory: Block Cell', 'Parent Alert: Home Phone', 'Parent Alert: Cell Phone', 'Parent Alert: Work Phone', and 'Parent Alert: No Text'. A 'Save' button is at the bottom left of the form.

6. Under Parent Preferences, you will see numerous choices for you to make: Directory Block: Name, Address, Home Phone, Cell phone, and email. Click “Yes” next to each piece of information you WANT TO BLOCK. Click “No” next to each piece of information you want displayed in the directory.
7. You can also set your preferences here for how you would like to be reach by our emergency alert system – Parent Web – in the choices below directory settings.
8. To view the Directory, click the “Directory button in the left column of the home log-in page for parents web account and you can check what is being displayed for your information.