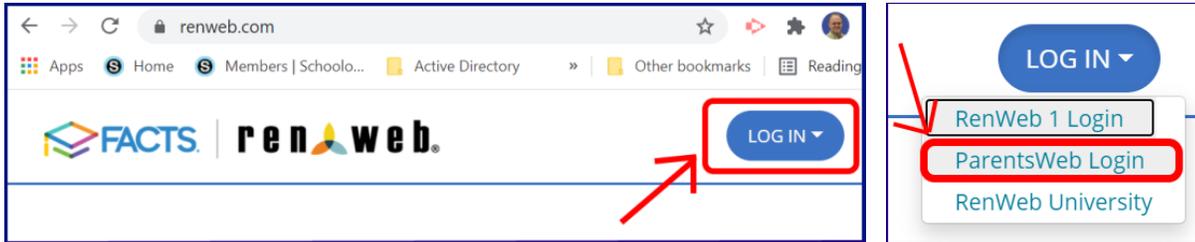


How to: Create a new RenWeb / FACTS Family Portal Account

Note: Before proceeding with the steps below, please be sure that the email address that you plan to use is the one the Seabury has on record as your parent / guardian email address.

1. Go to <https://www.renweb.com>, click Log, then click ParentsWeb Login.

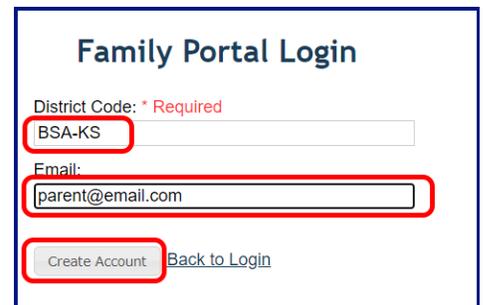


2. Click Create New Family Portal Account at the bottom of the screen.

A screenshot of the 'Family Portal Login' form. The form contains fields for 'District Code:', 'User Name:', and 'Password (case-sensitive):'. Below these fields is a link for 'Forgot User Name/Password?'. There are three radio buttons for 'Parent', 'Student', and 'Staff'. A 'Login' button is located below the radio buttons. At the bottom of the form, the 'Create New Family Portal Account' button is highlighted with a red box. A red arrow points to this button.

3. Type the district code **BSA-KS**, type your email address, and click Create Account. (Please be sure the email address is the one that Seabury has on record for you)

You will receive an email at the address you provide with a link to complete the registration process. You'll choose a username and password, and then click to save your new account settings.

A screenshot of the 'Family Portal Login' form after some input. The 'District Code:' field contains 'BSA-KS' and is highlighted with a red box. The 'Email:' field contains 'parent@email.com' and is also highlighted with a red box. Below the email field, the 'Create Account' button is highlighted with a red box. A 'Back to Login' link is visible next to the 'Create Account' button.

After that, you can sign in using the same screen you saw in step 2 above, or you can use the following URL:

<https://bsa-ks.client.renweb.com/pwr/>