



INSTRUCTIONS FOR NEW FAMILIES

(INSTRUCTIONS FOR RETURNING FAMILIES ON OTHER SIDE)

All families need to create an account in RenWeb, and are responsible for inputting and updating information (**this is not done by the school**)

1. CREATE AN ACCOUNT

Go to: RenWeb.com

- LOGIN
 - o PARENTS WEB LOGIN
 - CREATE A NEW PARENTS WEB ACCOUNT
 - OUR DISTRICT CODE IS TCA-CA

2. CREATE YOUR EMERGENCY CONTACT INFORMATION

(only people listed on this form will be allowed to pick up your child from school)

- SCHOOL INFO
 - o WEB FORMS
 - EMERGENCY CONTACT FORM
(make sure to click SAVE at the bottom)
 - You must complete a form for each student in your family

The Trinity School Directory is created through RenWeb based on the information you enter. Please make sure to keep your information current.

Questions? Visit the RenWeb Help Desk on Meet Your Teacher Day and in the morning on the first two days of school



INSTRUCTIONS FOR RETURNING FAMILIES

(INSTRUCTIONS FOR NEW FAMILIES ON OTHER SIDE)

All families are responsible for keeping their information in RenWeb current (**this is not done by the school**)

1. CONFIRM/UPDATE YOUR FAMILY INFORMATION

CONFIRM:

Go to: RenWeb.com

- LOGIN
 - PARENTS WEB LOGIN (OUR DISTRICT CODE IS TCA-CA)
 - FAMILY INFORMATION

UPDATE:

- SCHOOL INFORMATION
 - WEB FORMS
 - FAMILY DEMOGRAPHIC FORMS

2. CONFIRM/UPDATE YOUR EMERGENCY CONTACT INFORMATION

(only people listed on this form will be allowed to pick up your child from school)

- SCHOOL INFORMATION
 - WEB FORMS
 - EMERGENCY CONTACT FORM
(make sure to click SAVE at the bottom if you make changes)
 - You must complete a form for each student in your family

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