

Website Portal Instructions

Find the portal in the upper right corner of the site. (Screen shot #1)

The icon is like a little person/head. (screen shot #2)

Hover over the icon to see the portal options (screen shot #3)

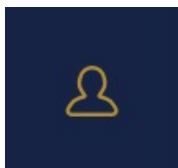
If you are on a device that doesn't show the icons at the top, click the menu and they will appear.

(screen shot #4)

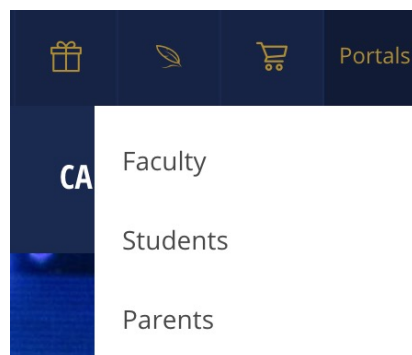
#1:



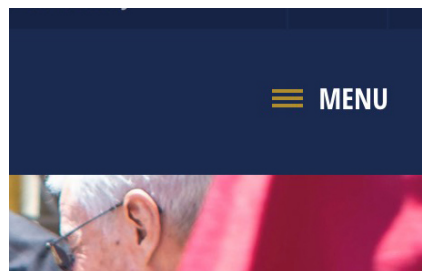
#2:



#3:



#4:



Once you click on the desired portal, it will ask for a user name and password. Your user name is the same user name you use for Renweb.

Now you have to set up your portal password. So click on forgot password and enter your email address (the same one you use for Renweb). You will receive an email with a link to set up your password. Then you can enjoy the convenience of using the portal. Your browser should save your user name and password so you don't have to enter it every time.

Also, for the future, if you forget where to find the portal, you can always use the search bar and search "portal" - the search bar is your friend for any time you can't find something you need.

If you find anything difficult or not intuitive, or would like to see something on the portal that isn't there, I welcome you to email me and tell me about it. I'm here to make our website easy and helpful for our families.

For further assistance, email soshiro@trinityclassicalacademy.com