



# Updating Family Information RenWeb

## District Code: SAV-GA

Savannah Christian Preparatory School utilizes a school management software called RenWeb to connect parents with the classroom, business office, and more. In order to maximize efficiency, we require all families to update their family information yearly.

To access RenWeb, click the RenWeb link at the top of the SCPS homepage or visit [www.renweb.com/logins/parentsweb/login.aspx](http://www.renweb.com/logins/parentsweb/login.aspx).

- ◀ New Families: Click create account, and use the email address with which you originally applied to SCPS.

You will then need to choose “**Family Information**”

1. Look under the **Family Information** Tab.
2. Click on **Family Demographic Form**.
3. Click on the appropriate button to enter, change information.

Note: If you change the student contact information (address, home phone), it will automatically change the parent’s address.

4. Correct any contact information that has changed.
5. Click on the SAVE button in the form.
6. Click on the Return to Main Form.

The screenshot displays the RenWeb interface for Savannah Christian Preparatory School. At the top, the school's name is prominently displayed. Below this, the interface is organized into several functional areas. On the left, there is a 'Welcome:' section with 'Log Out' and 'English' options. The central part of the page features a 'Family Information' section with a list of family members: Chris Harmon (Parent), Melanie Harmon (Parent), Christopher Harmon (Child), Hannah Harmon (Child), and Marjory Bruszer (Grandparent). Below this, there is an 'Online Filing Cabinet' section with a 'Web Forms' tab and a link to the 'Family Demographic Form'. The interface is clean and user-friendly, with clear navigation options.

*NOTE: This is also where you may choose to withhold certain information from the directory of RenWeb directory. You may choose to block your name, address, phone, or email. Please note, you cannot pick and choose which phone number to withhold. If you choose to block phone numbers, it will block ALL phone numbers.*