

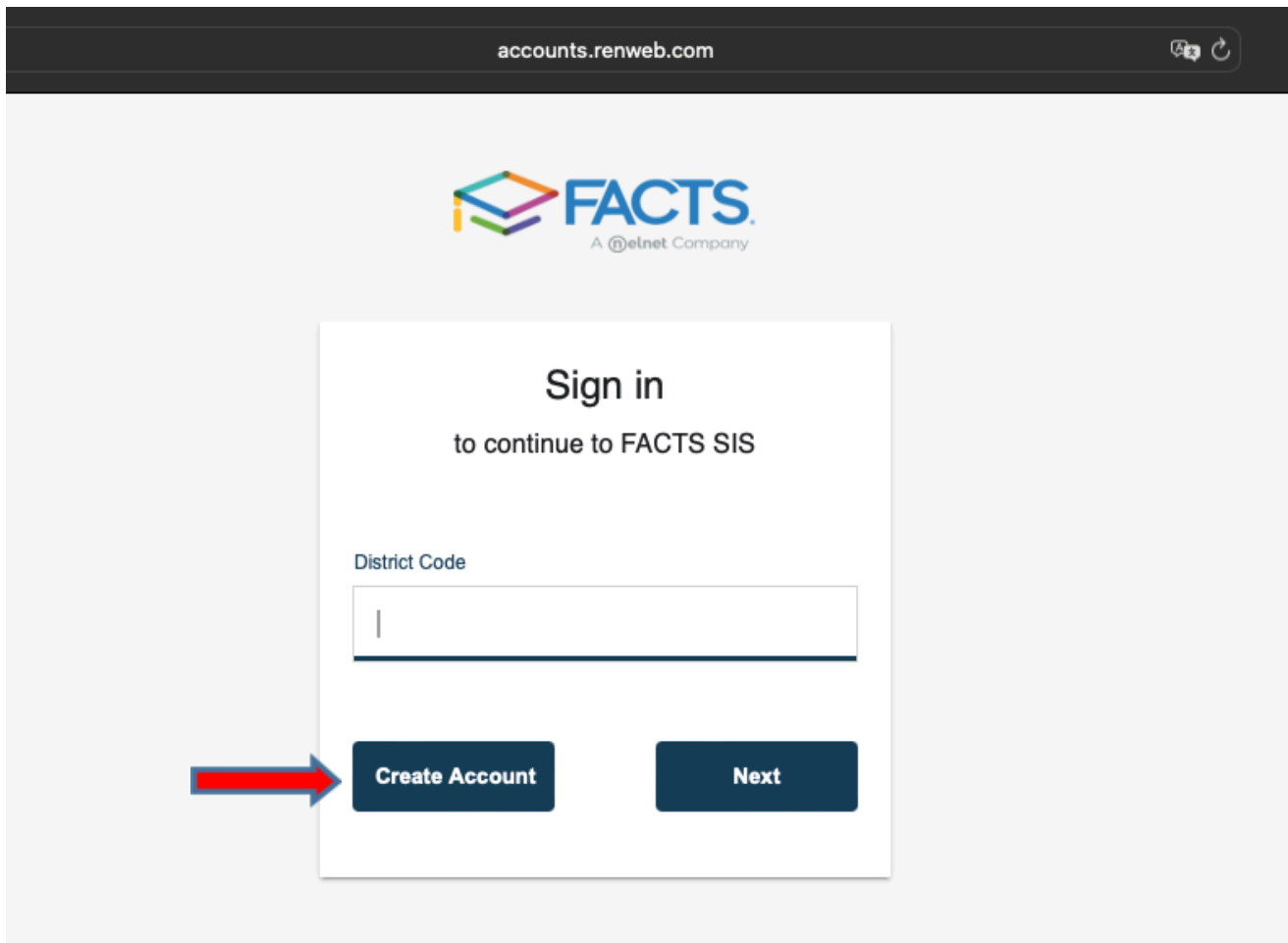
FACTS Login Instruction for Parents

The ParentsWeb provided by FACTS gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success. ParentsWeb allows you to access:

- o Student attendance and daily grades
- o Progress reports, reports cards and transcripts
- o Student Behavior (including Merit and Demerit points)
- o Student Service Hours
- o School events and calendar

To Create Your Account:

1. [Visit this link to log in to FACTS SIS](#)
2. Enter Northern Academy's District Code: NA-NY
3. Click on Create Account



The screenshot shows a web browser window with the address bar displaying "accounts.renweb.com". The main content area features the FACTS logo, which includes a colorful graduation cap icon and the text "FACTS A @elnet Company". Below the logo is a "Sign in" form with the heading "Sign in to continue to FACTS SIS". The form contains a "District Code" label and an empty input field. At the bottom of the form are two dark blue buttons: "Create Account" and "Next". A red arrow points to the "Create Account" button.

4. Enter your email address*

The screenshot shows a web browser window with the URL `accounts.renweb.com`. The page features the FACTS logo (A @elnet Company) at the top. Below the logo is a dark blue header with the text "Create Family Portal Account". The main content area contains a form with two input fields: "District Code" (containing "NA-NY") and "Email Address" (empty). Below the "Email Address" field is a small note: "This allows a user to create a username and password if their email is tied to a person in FACTS SIS". At the bottom of the form is a dark blue button labeled "CREATE ACCOUNT", with a red arrow pointing to it from the left.

***Important: Make sure to enter the SAME email address that's on your child's online application form.**

5. Click Create Account

6. Go to your email inbox and click the link.

The screenshot shows a web browser window with the URL `accounts.renweb.com`. The page features the FACTS logo (A @elnet Company) at the top. Below the logo is a dark blue header with the text "Create Account Request Sent". The main content area contains a white box with the following text: "A Create Account link has been sent to your email. Please click the link in the email to create your account." and "If you do not receive the Create Account request, please check your spam folder or contact your school."

7. Follow the prompts to create your account.

Update Student, Parent, and Family Information

New York state laws require that schools submit student demographic data and follow certain health requirements. The state also requires schools to follow immigration requirements and maintain current contact information for all students. Contact information includes parental address or homestay address, emergency contact phone and email, parent contact, and medical information.

Here's how to update contact information via the Web Forms in ParentsWeb:

1. Log in to your ParentsWeb account.
 2. Click School Information and click Web Forms
 3. Click Family Demographic Form
 - a. You will see this screen under Family Demographic Form.
- Day/Boarding students: Please list the parents/guardian's home address in both Student Demographic Form and Custodial Parent Form.
 - For Homestay student:
 - 1) list the host family's address in Student Demographic Form and list the student's home (parents') address on the Custodial Parent Form;
 - 2) list the host family contact information on the Emergency Contact Form and the Transportation Form.
 - To add a family member or host parent as the contact to receive school correspondence, please use the Grandparents Form.
 - To update parents/guardian contact information, please use the Custodial Parent Form.