



FACTS Family Portal Account Quick User Guide

How to Log In:

Visit: <https://logins2.renweb.com/Logins/ParentsWeb-Login.aspx>

District Code: CT-FL (must be in caps)

Create New Family Portal Account.

User name: Created when you sign up for your account

Password: Created when you sign up for your account

Select "Parent" button → "Login" button

E-mail Kimberly Edwards at kedwards@christclassical.com if you have difficulty with logging in.

Changing your User Name and Password:

Click "Forgot Username/Password" and follow prompts

Or if already logged in, click "Family Information" → Username/Password

Pay/View School Bill Online:

Click "FACTS" → "Make Payment"

If this has not yet been set up for your family, email Susan Edwards at sedwards@christclassical.com.

To enter Service Hours:

Click "Family Information" → "Service Hours" → "Add Service Hours"

Fill in the date, select a description type from the drop down list, write a note what specifically what you did, and write which staff member or teacher can verify your service.

Updating your Contact/Personal/Medical/Transportation Information:

Click "Family Information" → "Family Demographic Form"

Click on each type of form to ensure we have the most up-to-date information for each student and family member. Make sure to click "Save" on each page after changes are made.

Viewing your student's Grades/Homework/Behavior/Attendance records:

Click "Student Information".

You will have an overview of each section. Click on the specific section for greater detail.