



## PLEASE READ CAREFULLY

RenWeb is an Internet-based school management system that embraces the various needs of administration, staff, teachers, students, and parents. For your convenience, we have set up RenWeb's **ParentsWeb** – a private and secure website that will allow you to see complete information specific to your child, while protecting your child's information from others. All you need is an Internet connection to view information such as tuition accounts, payments, attendance, grades, progress reports, transcripts, homework, missing assignments, and other useful school information. **PLEASE NOTE: You will not receive tuition statements in the mail. All tuition statements will be emailed to you.**

### Instructions to log on to RenWeb ParentsWeb for New Users

1. Go to [www.bellevuechristian.org](http://www.bellevuechristian.org)
2. Click on the **RenWeb** logo on the lower right corner of the screen
3. Look for hyperlink "Create New ParentsWeb Account" and click.
  - a. Type in our school ID: **BEL-WA**
  - b. Type in **your email address** which you gave to BCS on your application/re-enrollment form
  - c. Click on "**Create Account**".
4. The system will display a message that states an email has been sent to you. *PLEASE NOTE: The link sent to complete your account set up is only active for 15 minutes.*
5. When you open the email:
  - a. Type in a new password; type it again to confirm
  - b. Click "Save Password"
  - c. Look for "UserName/Password successfully updated" for confirmation of the new password.
6. Follow Steps 1 through 2b above. This time you will **insert the Login information** you have just created, make sure the appropriate box is selected (Parent, Student, or Staff) and click "**Login**".
7. Once you are logged in to the RenWeb Parent's page you will see a column on the left with several customization options for you to choose from.

### Instructions to log on to RenWeb ParentsWeb for Existing Users

RenWeb recently updated their login procedure in an effort to add additional security to the login process, therefore, all existing users will need to update their account password in order to gain access to the site.

1. Go to [www.bellevuechristian.org](http://www.bellevuechristian.org)
2. Click on the **RenWeb Parents Login** logo on the lower right side of the screen
3. The Login screen will appear:
4.
  - a. Type in our school ID: **BEL-WA**
  - b. Type in **your email address** which you normally use to access ParentsWeb
  - c. Click on "**Forgot Password**".
5. The system will display a message that states an email has been sent to you. *PLEASE NOTE: The link sent to complete your account set up is only active for 15 minutes.*
6. When you open the email:
  - a. Type in a new password; type it again to confirm
  - b. Click "Save Password"
  - c. Look for "UserName/Password successfully updated" for confirmation of the new password.
7. You can now login to ParentsWeb.

**For further technical help, please contact Julie Pohl [jpohl@bellevuechristian.org](mailto:jpohl@bellevuechristian.org) or 425-454-4028 x227**