BELLEVUE CHRISTIAN

WITH PURPOSE

FACTS Family Instructions

WEBFORM INSTRUCTIONS
(Transportation Contract, Medical Form, Emergency Release Form and Parent Information)

1. Go to bellevuechristian.org
2. Click on the RenWeb logo at the top-right of the home page - see circled below

| 👤 Parents | Calendar | Donate | Visit | Apply | ⬭ |

3. Login to BCS Facts ParentsWeb (If you do not have an account set up yet, see below: **Create New Account**)
4. Select: "School Information", then select: "Web Forms"
5. Select: "BCS FAMILY FORMS AND PREFERENCES"
6. **Update and/or complete all forms and submit for each child, sign and date!**
7. Scroll to the bottom of each form and click "**SAVE**" to submit
8. "Data Saved!" message will appear at the top of the screen to confirm your information has been submitted
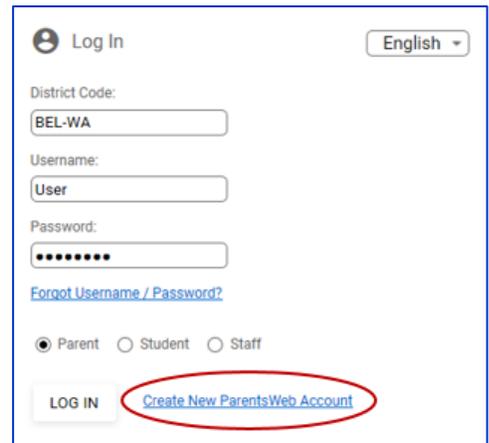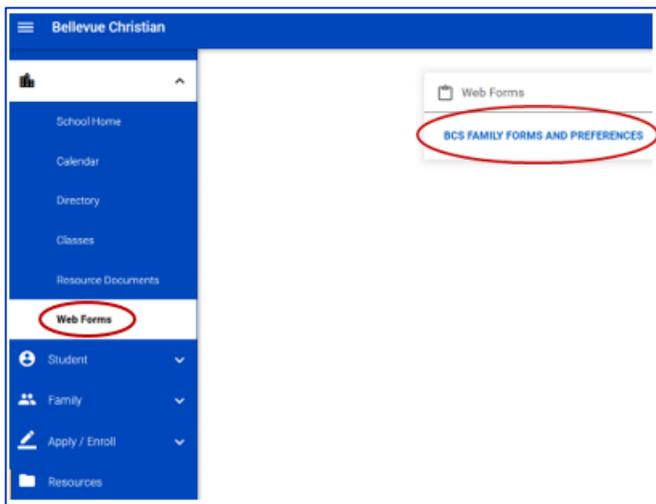
Create New Account:
1. Go to BCS Facts ParentsWeb Login page
2. At the bottom of the screen click Create New ParentsWeb Account
   a. Enter in the Bellevue Christian District Code: **BEL-WA**
   b. Enter the email you provided on your application for enrollment
   c. Click "Create Account"
3. *The system will display a message that states, "an email has been sent to…" (Note: The link sent to your email address to complete your ParentsWeb account is only active for a short time)*
4. When you open the email, select the link and enter: User Name, New Password, Confirm Password, **Save**
5. Look for "*UserName/Password successfully updated*" for confirmation it was saved
6. Login to Facts ParentsWeb with the District Code: BEL-WA, the username and password created above - ensure Parent is selected from the available options and "Login"
7. Follow Instructions #4 through #8 above to update your students' WebForms

For Technical assistance, please contact Michelle Thoreson, District Operations Admin

BCS FAMILY FORMS AND PREFERENCES

Error: Missing Required Field (SIGNATURE)
Use the Back button to return to previous screen.
[Return to main form]

Please Note: Ensure that all required fields (red asterisk) are completed before clicking "Save". If an error occurs use the **Back-Arrow Button**, it will *restore* the information you just entered, and you can complete and save the form.