

HOLY FAMILY
ACADEMY

601 North Laurel Street
Hazleton, PA 18201
Phone: (570) 455-9431
www.holyfamilyacademy.info

August 30, 2019

Dear HFA Families,

I hope everyone had an enjoyable first week of school! We are looking forward to a great year. I wanted to send home some information regarding our School Information System, FACTS. FACTS and RenWeb are one in the same. They have changed names internally but it will appear the same as it did last year. FACTS will be the primary way you access your student's academic information. You will have the ability to access attendance, view grades, check homework assignments, receive notifications from teachers, and receive communications from the school through the parent's portal that you setup.

I have included instructions on how to gain access to your student's information. We do ask that every student has at least one parent's/guardian's email on file with the school. You will notice when you review the instructions on how to setup your parent portal that the school does need to enter your email into FACTS prior to your ability to create your parent portal. The step by step instructions should help you setup everything up, but if you have any questions, please let us know.

Sincerely,

Mr. Jason Tribbet

Principal

Please fill out the form below, detach it and return it to the school by Tuesday, September 3rd.

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Student Name(s): _____

Grade(s): _____

Father's Name & Email: _____

Mother's Name & Email: _____

Grandparent/Guardian Name & Email: _____

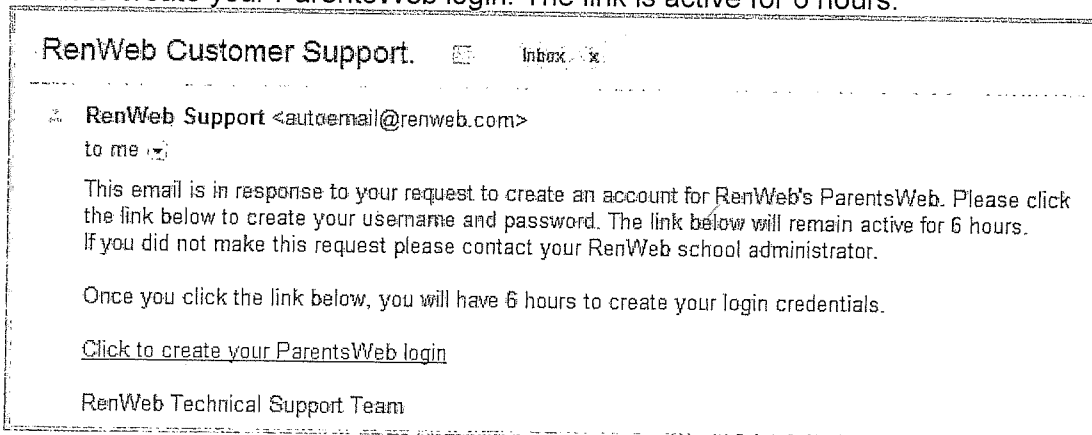
Accessing ParentsWeb

FACTS/RenWeb School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

FACTS/RenWeb ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here's how to access our easy-to-use **FACTS/RenWeb ParentsWeb**:

- Make sure that Holy Family Academy has your email address on file.
- In Internet Explorer, Firefox, or Safari, go to FACTSMgt.com and click **Login**.
- Type the school's **District Code**: HFA-PA
- Click **Create New ParentsWeb Account**.
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your ParentsWeb login. The link is active for 6 hours.



- Select the **Click to Create your ParentsWeb login** link.
- A web browser displays your **Name** and **RenWeb Person ID**.
- Type a **User Name**, **Password**, and **Confirm** the password.

Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>
<input type="button" value="Save User Name and/or Password"/>				

- Click **Save User Name and/or Password**.
A message displays at the top of the browser, "User Name/Password successfully updated."

User Name/Password successfully updated.				
Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	cjohnston	*****	
				<input type="button" value="Save User Name and/or Password"/>

- You may now log in to ParentsWeb using your new User Name and Password.
- ParentsWeb allows you to access:
 - Student attendance and daily grades
 - Progress reports, reports cards and transcripts
 - Lesson plans and homework

FACTS/RenWeb HOME App

Once you have completed registration for ParentsWeb and have your District Code, User Name, and Password, you can log onto the App Store on your favorite smart-device (any Android or iPhone device including phones, tablets, iPods, etc.) and download the RenWeb Home App. **You can chose the app which shows a cost of \$4.99, but you will not have to pay for it. There is no charge for this App for the 2019-2020 school year for all Diocese of Scranton Catholic School families once you have input your District Code, User Name, and Password.**