



Updating/Creating Your Parent Account

In order to be more efficient and ensure that we have accurate data, we are asking all parents to update their information online. This eliminates several forms and papers that would otherwise need to be submitted to the school. Please complete this by August 4 so that we have accurate information prior to the first day of school.

If you do not have a ParentsWeb account, please create one by following the instructions below.

1. Go to the school’s website: www.westminsterknights.org.
2. Click on RenWeb (the second selection under QUICK LINKS at the bottom of the page).
3. You will be directed to the “**RenWeb ParentsWeb Login**” page.
4. Under “District Code”, enter “**WS-AL**” (without quotation marks).
5. Click on “**Create New ParentsWeb Account**” (located under the “Login” icon).
6. Enter the e-mail address that you gave to the school in the space provided.
7. Click on the “Create Account” icon.

You will receive a message that an e-mail has been sent to the e-mail address that you provided. Since the link will only be active for six (6) hours, check your e-mail, click on the link, and you will be directed to a page where you will be asked to complete the process.

The system will display your name and/or your child(ren)’s name(s). Under *User Name*, enter your e-mail address. Choose a password, and confirm it by entering it again.

Name	Person ID	User Name	Password	Confirm
New Parent	1202xxx	<input type="text"/>	<input type="text"/>	<input type="text"/>
New Student	1202xxx	<input type="text"/>	<input type="text"/>	<input type="text"/>

After completing this information and receiving confirmation that the system has accepted it, click the icon that says, **Go back to Login** to access your account in RenWeb. You are set to go. *(You have the option of changing your User Name and/or Password by clicking on the “Family Information” Tab and following the outlined process.)*

Welcome Back (with your name) will appear under the Westminster Banner.

Select Family Information, and do the following:

Under the gold banner labeled “**Online Filing Cabinet**” is the Web Forms tab. Click on “Westminster Family Information.” Complete the forms and contact information by selecting the nine gray buttons in the second column. Press the **Save** button upon completing each form/section, and select **Return to main form** to go to the next. Remember. There are nine total.

Any time you have a change in information, you may access this section to update your data.

See below for names forms that must be completed.

This is what you will see on the screen. Complete the forms by clicking on the gray buttons in the Westminster Family Information section. They are labeled as follows:

Westminster Student Demographic Form

Westminster Student Medical Form

Westminster Custodial Parent Form (x2)

Westminster Emergency Contacts

Grandparents Form (x2)

Add Grandparents (*Optional*)

Westminster Calling Post Contact Numbers

Westminster Media Release