

How to Update Parent/Student Info in your FACTS ParentsWeb Account

(updating address, email, phone numbers, etc.)

1. Log on to your ParentsWeb account through renweb.com (District Code is MJ-TN). If you are unsure of your user name and/or password, click "Reset UserName / Password" link under the login area. (please do not call the office for login information)
2. Under School Information, select Web Forms
3. Under Web Forms, select Family Demographic Form
4. Select the demographic form you need to update.
5. Update as needed, then be sure to click the SAVE button to accept the updates.
6. A notice will be sent to MJCA to review and accept the requested changes. Please allow a couple of days for information to update.

NOTE: You may NOT remove a person from RenWeb. Please call the school office to delete someone or separate a household.