FAMILY PORTAL INSTRUCTIONS

       Family Portal, formerly known as RenWeb, is Xavier's school software and it is a tool used by staff, parents and students to communicate many aspects of your student's school items. The parents and students give an email to the school which enables them to log onto the Family Portal through the Xavier website. Specific areas that can be viewed on Family Portal are: announcements, class schedule, grades, homework, accounting (parents only), staff directory with emails and a school directory with emails. Please make sure you can access Family Portal as it is a useful tool for parents and students.

Below are some steps to get you onto Family Portal. Please follow them and if you need assistance, please contact the office at (760) 601-3900.

Students and **parents** will each set up their **separate accounts** as they see different information. There are areas of interest to parents, and students are encouraged to utilize Family Portal regularly for information regarding school events, classes, homework assignments, grades etc. If there are any spelling errors in your e-mail address please make corrections and submit to the school office so that corrections can be made. To login to Family Portal, **your e-mail must match the e-mail that has been entered in the Xavier database.**

STEP 1: Go to Xavier's website at www.xavierprep.org. Family Portal can be found by clicking on the three lines in the upper right corner on the home page of the website. Then pick Parents or Students (second Picture).

STEP 2: On the **Family Portal Login** screen the District Code ==**xcphs-ca**== is embedded in the Login form. Choose ==Parents or Students== (whichever applies), then click ==Create New Family Portal Account==. This will take you to your next screen.
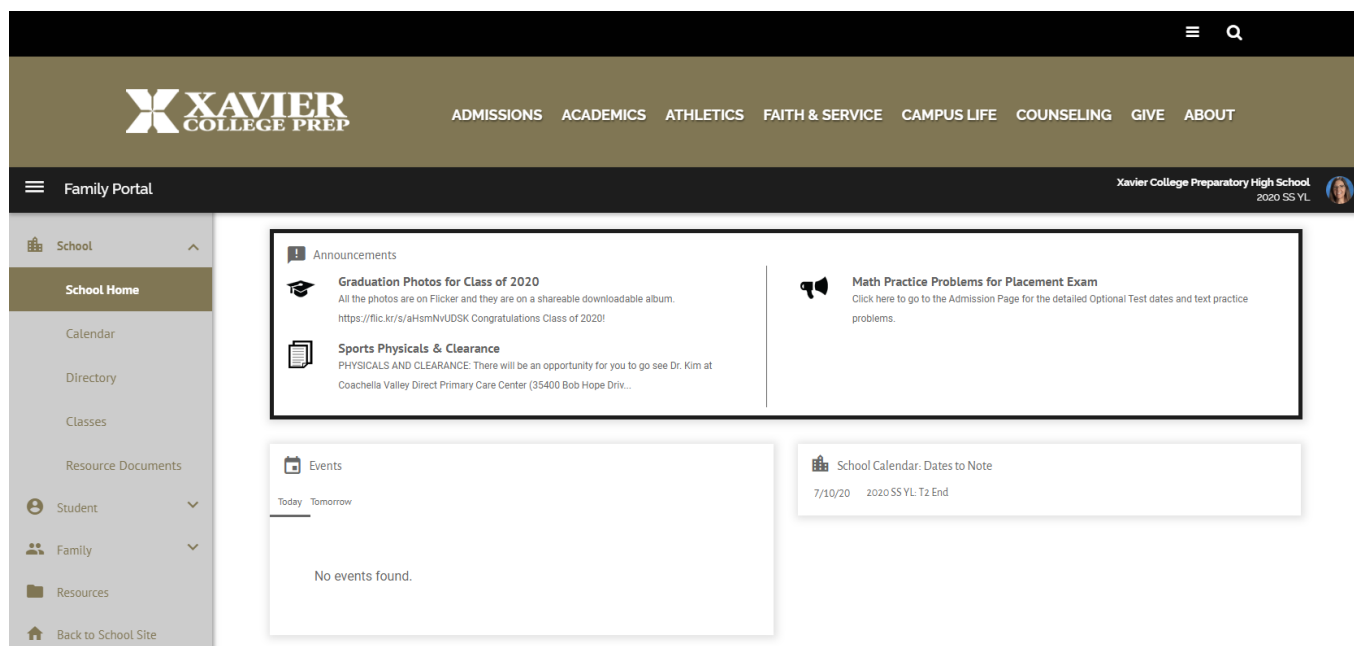
STEP 3: The screen will ask for your email that you submitted to Xavier. Type it in and click create account. You will then see a message that says:

Please check the email and click link provided to gain access to page where you can create your username and password. For security purpose that link will only be active for 15 minutes.

STEP 4: Click the link on your email, create your username and password and verify your password.

After it is successfully created, you can access Family Portal via Xavier's web-site from the three lines in the upper right corner and clicking Parents or Students. Enter your username and password you just created. Then click Parent or Student whichever applies and then click login:

STEP 5: The screen below is the main screen of Family Portal. This is where we place announcements for upcoming events/information needed. You can use the items on the left to access many different areas of Family Portal such as <mark>School Information</mark>, <mark>Student Information</mark> and <mark>Family Information</mark>. School Announcements & Calendar, Attendance, Classes, Xavier Information (including a list of all faculty and e-mail addresses), Student and Family Directory, Transcript

"RenWeb Home" App Now Available for both Android and iPhone Users The App did not change names.

Provides Parents and Students Always-Logged-In Instant Access to Student Grades and Homework, School Announcements and Directories, and Much, Much More!

Now featuring Online Payments at Participating Schools.

RenWeb Home provides always-logged-in instant access to Family Portal information along with the conveniences of a Smartphone App for an annual subscription of **$4.99 per household**. Features include:

- Always-logged-in instant access to Family Portal information anytime, anywhere via iPhones and Android devices.
- Smartphone integration with the School Directory, allowing you to Tap & Send emails or place phone calls instantly to School Directory listings for parents and faculty.
- Ability to import homework assignments, school calendar events and directory listing to Smartphone calendars and contacts.
- Online payments for miscellaneous charges and tuition fees at participating schools.

RenWeb Home features include:

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Student:
- Grades
- Homework assignments
- Lesson plans
- Attendance
- Behavior
- Report cards

School
- Announcements

- Calendar items
- Directory listings
- Resources

Payment Processing
- Online payments for miscellaneous charges and tuition fees

All the Conveniences of a Smartphone App!

- Always-logged-in instant access to Family Portal information – anytime, anywhere.
- Tap and Send capability for sending an email or placing a phone call by simply tapping on a School Directory listing
- Import capability from school calendars and directories to Smartphone calendars and contacts.

The RenWeb Home App is offered for an annual fee of $4.99 per family per year. The annual subscription covers all Android and iOS devices for every parent and student in a family as the family is recorded in RenWeb. That means if a family has already purchased a subscription to RenWeb Home for their iPhones, they can access RenWeb Home for free via their Android devices, and vice versa. Families will be offered the opportunity to renew their subscription prior to its expiration at the end of 12 months.