

## Instructions for Creating a ParentsWeb Login

- Please go to [www.renweb.com](http://www.renweb.com).
- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- After the RenWeb ParentsWeb Login screen opens, please select **Create New ParentsWeb Account**.
- Enter City Tree's District Code: **CT-CA** (*field is case sensitive*)
- Enter your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours. Don't forget to check your Junk Mail in case it falls in that folder!
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into ParentsWeb as instructed above.

If you have any issues signing up, please contact the school office at (619) 232-3794.