



## Login Instructions for RenWeb Changing Student / Family Contact Information

1. Visit **TKA.net** and click on the RenWeb login on the Home Page located on the top right of the page. Login to RenWeb.

If you are new, or have never logged in to RenWeb, click on the **Create New ParentsWeb Account** link and enter a valid email address in the following screen. The email address must be the one you used during **Registration** time. It must be an email address that TKA has on file. After you enter the email address, check your email. A **password** will be emailed to you automatically. You then can login to RenWeb.

2. On the left side under **School Information**, click on the **Web Forms** link.
3. On the right side, click on the link to:
  - **Edit Emergency Contact Information**
  - **Edit Student Information** (Health Information)
  - **Edit Family Members Information**
  - **Edit Family Directory**
4. Edit information as needed.
6. When you finish, click on the **Save** button.

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### Personal Information

**\*\* Important** – It is vital that you keep TKA informed of any changes in address, phone numbers, email addresses, child custody issues, and emergency contact numbers throughout the year. Please make changes directly through RenWeb under Lion Links, then ParentsWeb Account (under Web Forms), **and** notify the TKA Receptionist immediately concerning any change in your contact/status information.