

## Family Web – Parent Web Help Sheet

This help sheet explains how to log into the North Yarmouth Academy Family Web, a new section of our website where homework assignments, class information, directory information, calendars, lunch menus, and official school forms are available.

For your initial login, you will create an account using the email address that you have provided to the school (the address where you receive Mr. Jackson’s Update each week). Please begin the process with Step #1 below. Once created, logging into the system is as simple as clicking “Parents” in the top menu, the “Family Web” button, and entering your password.

**1. In your web browser, navigate to the NYA home page at [www.nya.org](http://www.nya.org), click “Parent” in the top menu and then click “Family Web” to login.**



**2. On the login screen, find the box shown below.** For first time logins, click on the link that says “Create New ParentsWeb Account”. If you have already created your account, enter your user name and password and click “Parent” to enter the Family Web system and skip to the bottom of this help sheet to see features of the Family Web.

**NYA FAMILY WEB**

District Code:  
NY-ME

Username:  
[ ]

Password:  
[ ]

Forgot Username / Password?

Parent  Student  Staff

Login [Create New ParentsWeb Account](#)

Get the RenWeb Home App

Download on the App Store GET IT ON Google play

Learn More about the RenWeb Home app for accessing ParentsWeb information via the convenience of an appl

**Click here to create your account... ..or enter your Username and Password above.**

**3. A new tab will open in your browser.** You must register with the email address that you have submitted to the school for contact purposes. Type that email address into the box and then click “Create Account” below the box. If you have any problems with the email, please call or email **Carol Harris** in the Main Office at 846-9051 or [charris@nya.org](mailto:charris@nya.org).

**Create New ParentsWeb Account**

District Code: NY-ME

Email: [ ]

Create Account

[< Back to Login](#)

**Type and click**

**4. Check your email for a message from RenWeb Customer Support** to confirm your account. The email from Renweb will include a link that says “[Click to create your ParentsWeb login](#)”. This link will only be active for six hours. The link will open a new browser window (shown below) where you **can create your new user name and password**. The password must have six or more characters and have at least one number.

**Change/Create Password**

Name	Person ID User Name	Password	Confirm
Joe Test1	[REDACTED]	[ ]	[ ]

Save User Name and/or Password

After you click “Save User Name and/or Password”, this webpage does not show any obvious change. In a different window, navigate back to Login page (<https://ny-me.client.renweb.com/pw/>) and log in with your new password.

## Features of Family Web

When you arrive at the NYA Family Web page, you will be greeted with information in three columns: recent announcements, events scheduled for today/tomorrow, and the daily school calendar. Family Web features three areas of information listed in the sidebar on the left side of your browser.

- **School Information** – includes the home screen, the NYA events calendar, a student directory sortable by various groups, and electronic school information forms
- **Student Information** – includes the student’s schedule, homework assignments, class information, and the lunch menu
- **Family Information** – includes submitted contact information for family members and the change username and password options

**IMPORTANT NOTE:** Parents can choose what information they share publicly in the student directory. Please select the “School Information” category on the left, and then select “Web Forms”. In the list that appears at the right, select “Custodial Parent Information”. See the example below.

Use this form to add or change your individual contact information. Please note that there may be a delay of one business day for changes to take effect. By default, the NYA directory will include:

- Parent(s) name
- Household address
- Home phone
- Parent email
- Parent cell phone

**Features are listed on the left. Click to open a screen on the right.**

**NYA FAMILY WEB** 

Welcome Back: David Gagne [Logout](#)

**School Information**

- School Home
- Calendar
- Directory
- Web Forms

**Student Information**

**Family Information**

Get the RenWeb Home App  
   
Learn More about the RenWeb Home app for accessing ParentsWeb information via the convenience of an app.

**Custodial Parent Information**

Occupation

Company

Work Phone

Work Street

Work City

Work State

Work Zip

Directory: Block Name  Yes  No

Directory: Block Address  Yes  No

Directory: Block Home Phone  Yes  No

Directory: Block Email  Yes  No

Directory: Block Cell Phone  Yes  No

**In "School Information/Web Forms/Custodial Parent Info", scroll to the bottom to choose which information is shared publicly in this online directory.**

**Be sure to Save.**