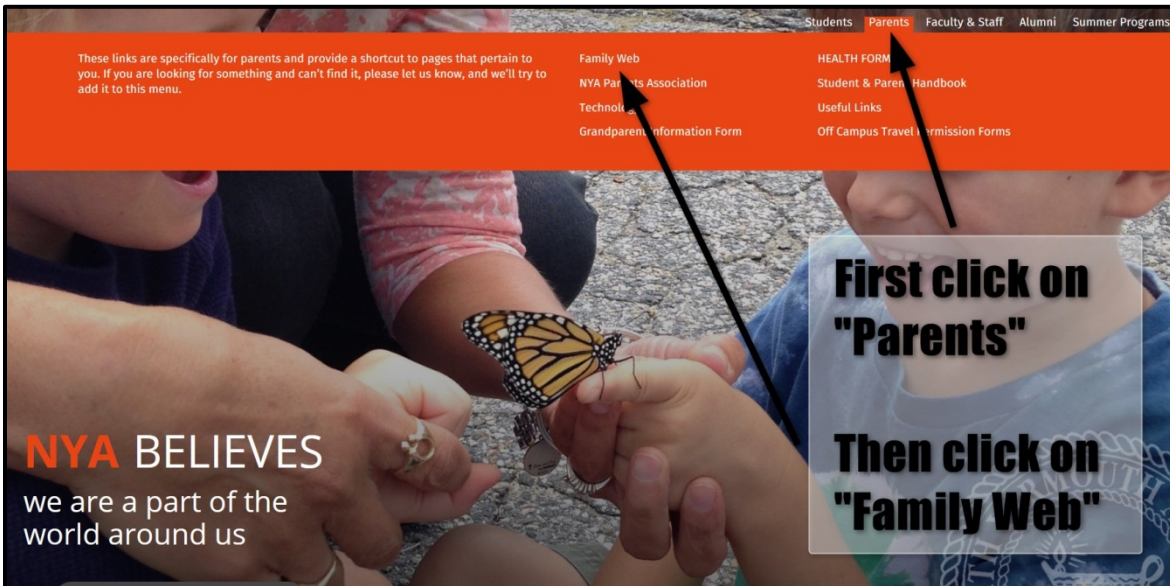


## Family Web – Custodial Parent Information Form

Parents and caregivers have the ability to update their contact and work information in Family Web, and are encouraged to do so, when necessary. This help sheet shows you how to open the Custodial Parent Information Form and make those updates.

1. If you have a bookmark or shortcut to Family Web, begin there and skip to Step 2. If not, open your web browser to the NYA website at [www.nya.org](http://www.nya.org). Click on “Parents” at the top of the page, and select Family Web from the menu that appears.



2. Please enter your Family Web login information: the District Code “NY-ME”, your Family Web username (often your email), and your password. Be sure that the “Parent” option is selected, then click on Login.

The image shows a screenshot of the NYA Family Web login page. The page has a black header with the NYA logo and the text 'FAMILY WEB' in orange, accompanied by two orange paw prints. Below the header is a white login form with the following fields and options:

- District Code: [NY-ME]
- Username: [john.doe@gmail.com]
- Password: [\*\*\*\*\*]
- Forgot Username / Password?
- Parent  Student  Staff
- Login [Create New ParentsWeb Account](#)

Below the login form, there are links to download the RenWeb Home App from the App Store and Google Play. At the bottom, there is a TRUSTe logo and a link to learn more about the app. The footer of the page reads 'Powered by RenWeb Student Information Systems | Privacy Policy'.

3. Once logged into Family Web, select "Web Forms" from the left menu.
4. Select "Custodial Parent Information" from the list of Documents/Forms.
5. The form features various text boxes where information is entered. Please scroll through all of the options for name, email, phone numbers, mail address, work information, options for the listing of information in the NYA Directory, and options for receiving Parent Alert messages.

Welcome Back:  
**David Gagne**

Logout

**School Information**

- School Home
- Calendar
- Directory
- Classes
- Resource Documents
- Web Forms**

**Student Information**

**Family Information**

**Resources**

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 app!

TRUSTe

**Custodial Parent Information**

**Data Saved!**

Gagne, David

 **North Yarmouth Academy**  
Custodial Parent/Guardian Information

Please review Custodial Parent/Guardian Information below and make changes if necessary.

**\*Required fields are indicated with an asterisk.**

Save

**Salutation**  
Mr. ▾

**\* First Name**  
David

**Middle Name**  
Roger

**\* Last Name**  
Gagne

**Email 1**  
dgagne@nya.org

**1. Select "Web Forms" from the left menu.**

**2. Select "Custodial Parent Information" from the list.**

**3. Scroll down through the form to update information.**

**4. Click "Save" at the bottom.**

6. Be sure to click "Save" at the bottom of the form to record any changes.