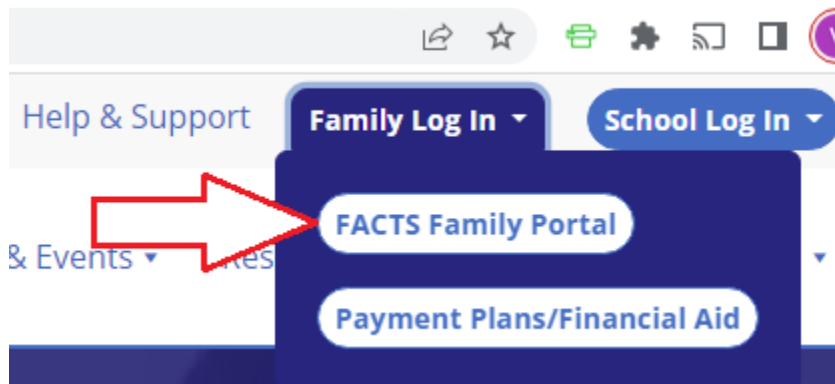


Set up RenWeb access for a student

0) This process requires that an e-mail address be on file for the student in RenWeb. All students in K and up are assigned a school e-mail address, and that address is on the student's RenWeb record. Unless a parent has changed that record via the CKS Family Demographic form in the School | Web Forms section of Family Portal, the school-issued address is the one to use for the following procedure. A parent may determine their student's school-issued email address via the Student Email Credentials web form in Family Portal.

1) [*This step is best done on computer instead of a phone or mobile device.*] Go to www.factmgt.com and click on the Family Login | FACTS Family Portal option:



2) At the bottom of the login screen, click the link to create an account



Family Portal Login

District Code:


User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)


[Create New Family Portal Account](#) 

3) Fill in the district code (CTK-KY) and student's e-mail address, and click the button to initiate the creation of the account.



Family Portal Login

District Code: * Required

Email:
  **Must be the main email address on file for the student in RenWeb.**

[Back to Login](#)

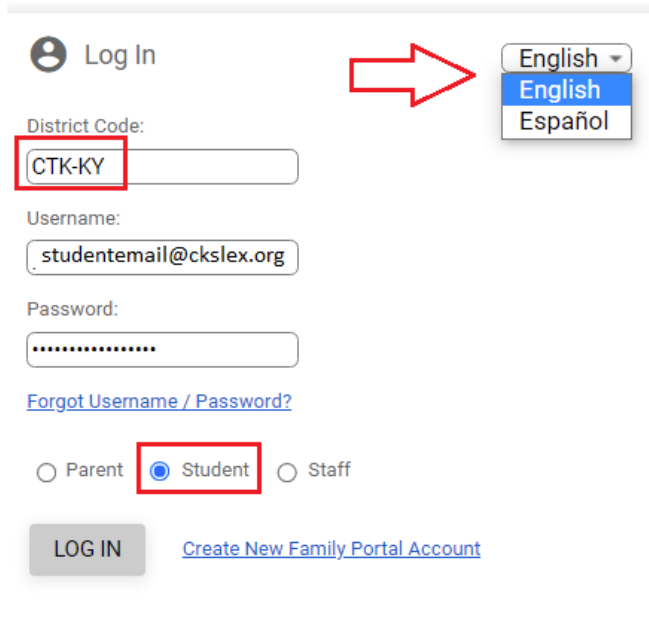
4) A confirmation e-mail be sent with a link to complete the account creation process. NOTE: That link will be valid for only six hours, after which the process will have to be started anew.

5) Once the account has been verified, it may be used either in the RenWeb Home app on an iPad or iPhone, or on the Family Portal website on mobile devices or computers/Chromebooks (for Family Portal, the student will need to select the Student

button when logging in). The direct link to Family Portal, which can be used to create a bookmark/favorite, is:

<https://ctk-ky.client.renweb.com/pwr/>

Fifth through eighth grade Chromebooks have this bookmark to RenWeb under the CKS Bookmarks folder.



The image shows a login form for RenWeb. At the top left, there is a "Log In" button with a user icon. To the right of the form, there is a language selection dropdown menu with "English" selected, and "Español" as an option. A red arrow points from the "Log In" button towards the language menu. Below the "Log In" button, there are three input fields: "District Code:" with "CTK-KY" entered, "Username:" with "studentemail@ckslex.org" entered, and "Password:" with a masked password. Below the password field is a link for "Forgot Username / Password?". At the bottom, there are three radio buttons: "Parent", "Student" (which is selected and highlighted with a red box), and "Staff". At the very bottom, there is a "LOG IN" button and a link for "Create New Family Portal Account".