

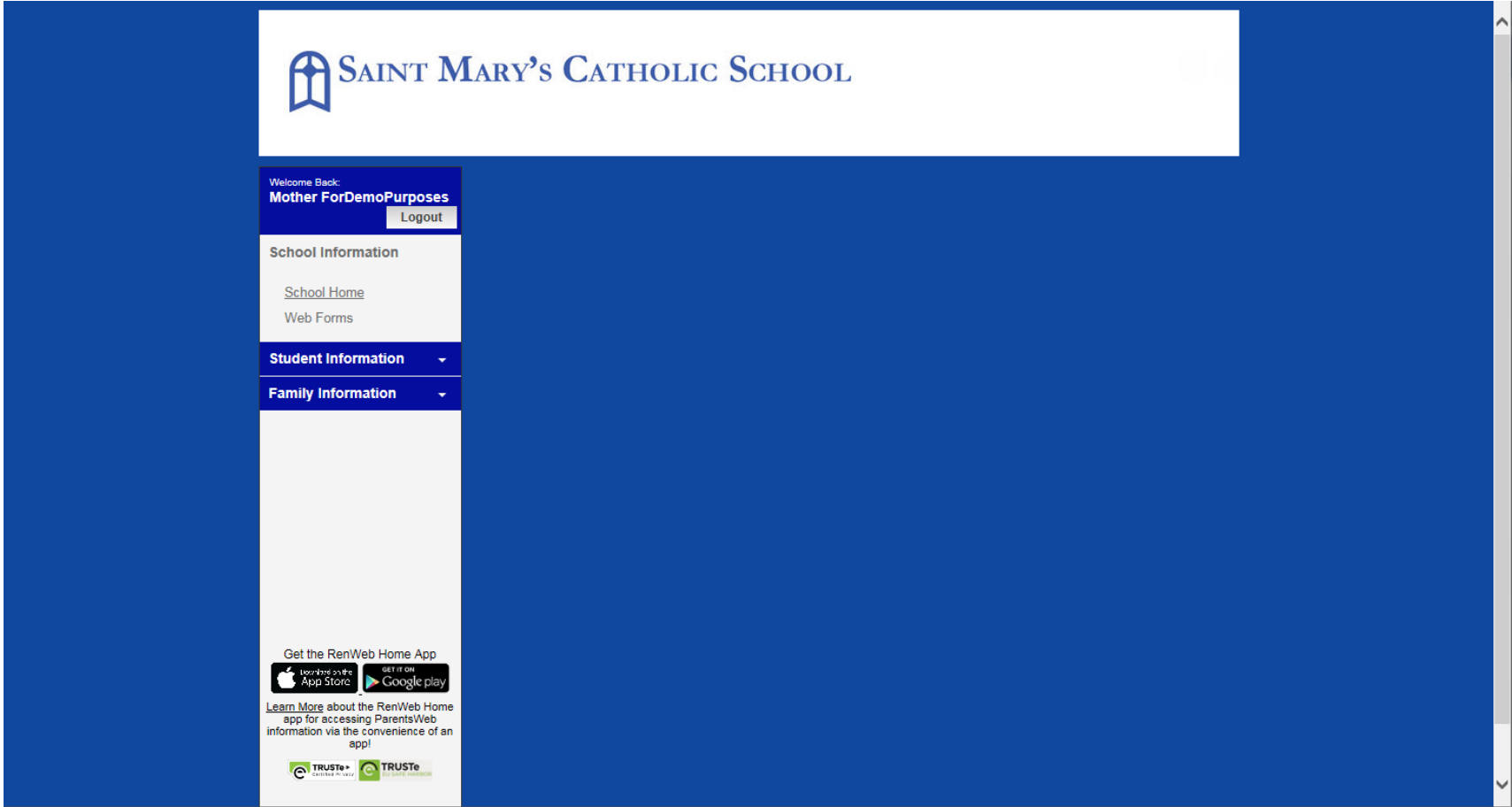
Saint Mary's Catholic School – Richmond Parent Web

Changing Demographic Information

&

Reporting Service Hours

Screen after login:



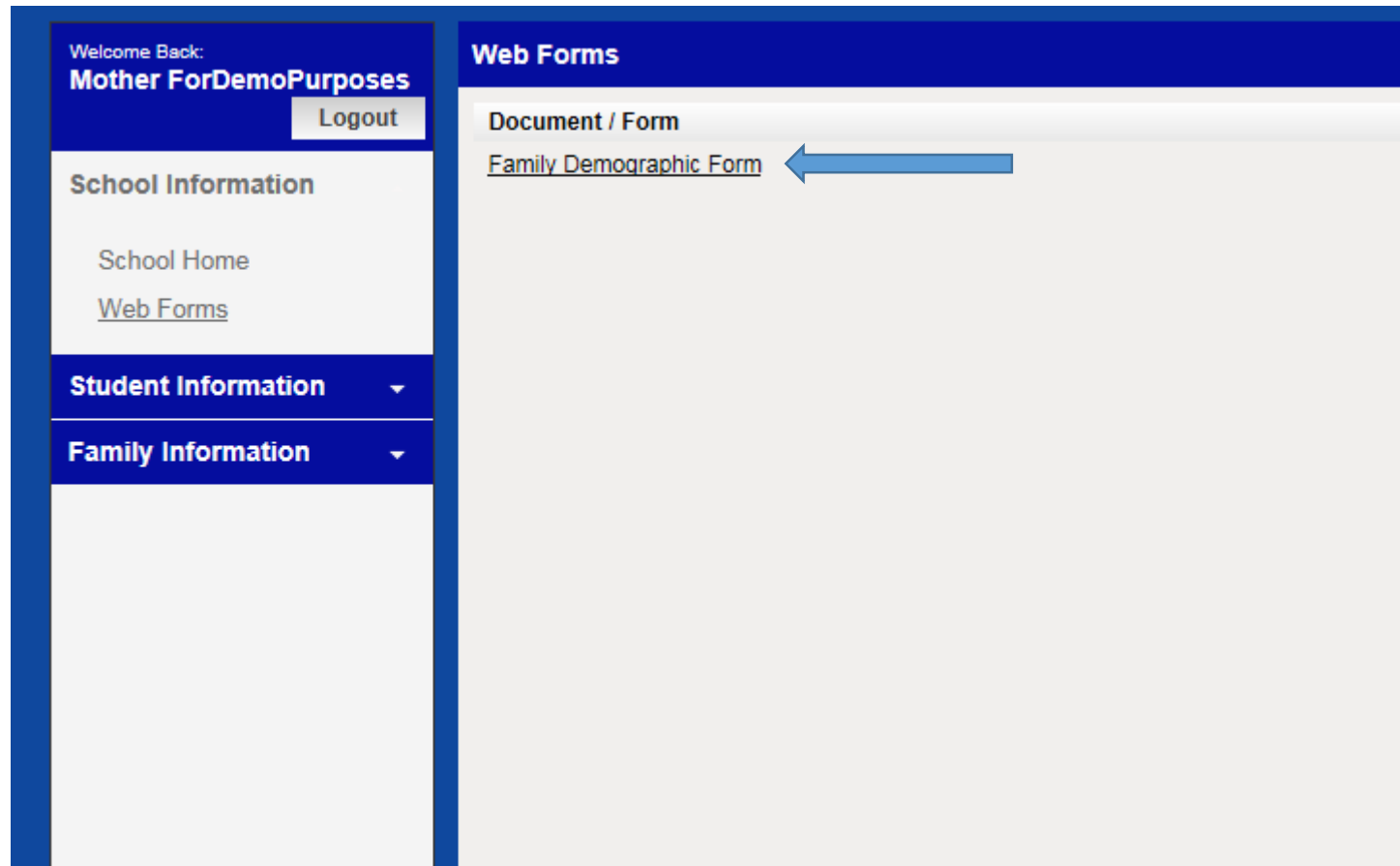
To review, change and edit family information:

- Click on School Information: Web Forms



To review, change and edit family information:

- Click on Family Demographic Form



To review, change and edit family information:

- Select information to edit:

The screenshot shows a web application interface for a 'Family Demographic Form'. On the left is a navigation sidebar with a 'Logout' button and menu items for 'School Information', 'Student Information', and 'Family Information'. The main content area is titled 'Family Demographic Form' and contains several sections with form buttons:

- Enrolled Students**: 'FirstSon ForDemoPurposes' with a 'Student Demographic Form' button.
- Student Medical**: 'FirstSon ForDemoPurposes' with a 'Student Medical Form' button.
- Custodial Parents**: 'Mother ForDemoPurposes' and 'Father ForDemoPurposes', each with a 'Custodial Parent Form' button.
- Emergency Contacts**: 'FirstSon ForDemoPurposes' with an 'Emergency Contacts' button.
- Transportation**: 'FirstSon ForDemoPurposes' with a 'Transportation Form' button.
- Grandparents**: 'Add Person' with an 'Add Grandparents' button.

Blue arrows point to the right side of each of these form buttons, indicating where to click to edit the information.

At the bottom of the sidebar, there are links to 'Get the RenWeb Home App' for the App Store and Google Play, and a 'Learn More' link for the app.

To review, change and edit family information:

- Edit forms as appropriate – note: Transportation Form is for entering drivers permitted to pick up students during carpool:

Family Demographic Form

[Return to main form](#)

Student Form

Demographic Details:

FirstSon ForDemoPurposes

First Middle Last Suffix

Nickname Birthdate (mm/dd/yyyy) Gender Ethnicity

Contact Information:

Home Phone (xxx-xxx-xxxx) Cell Phone (xxx-xxx-xxxx) Email

Street City State Zip

Religious Affiliation:

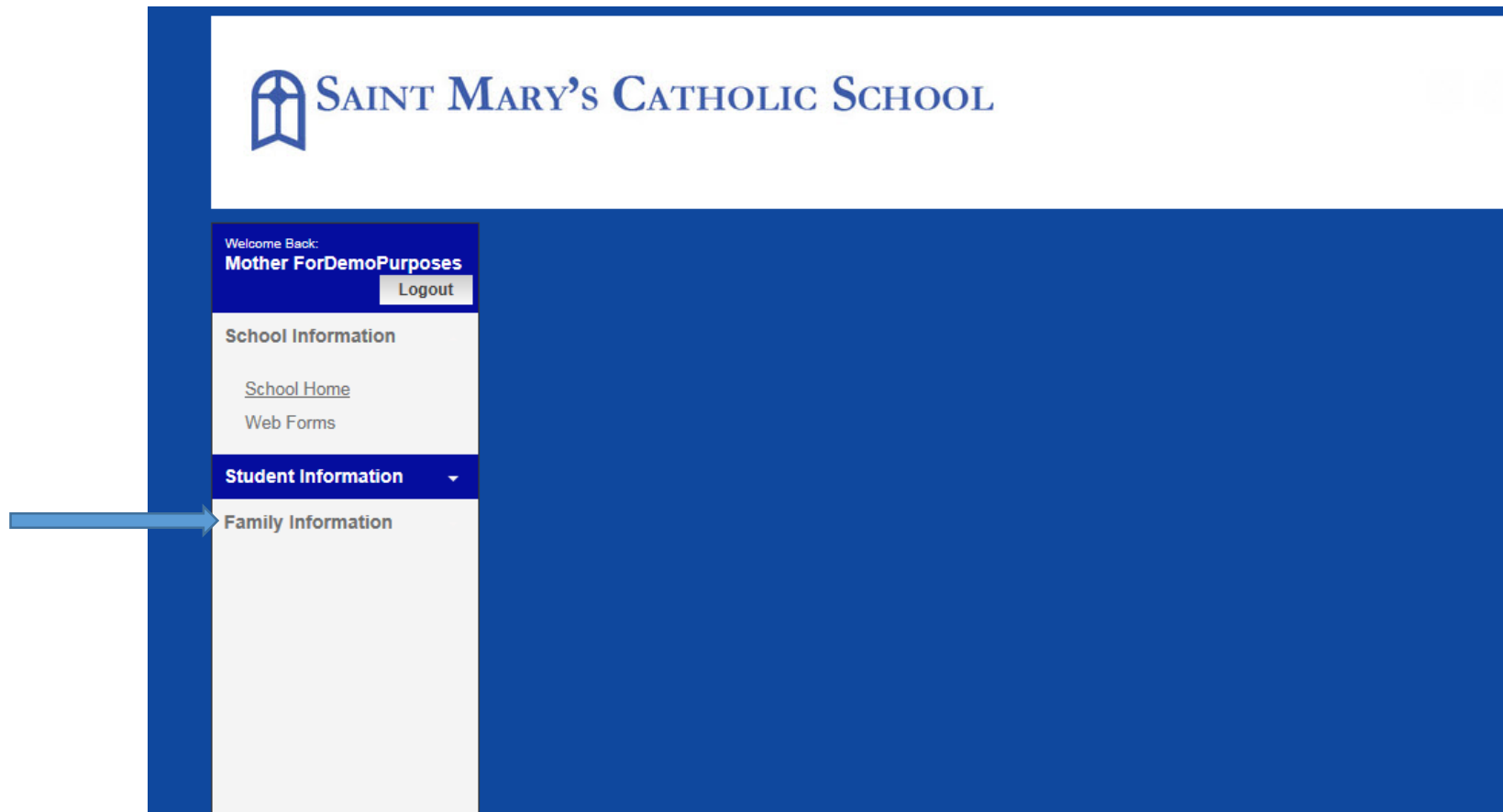
Denomination

Church

Church (if unlisted)

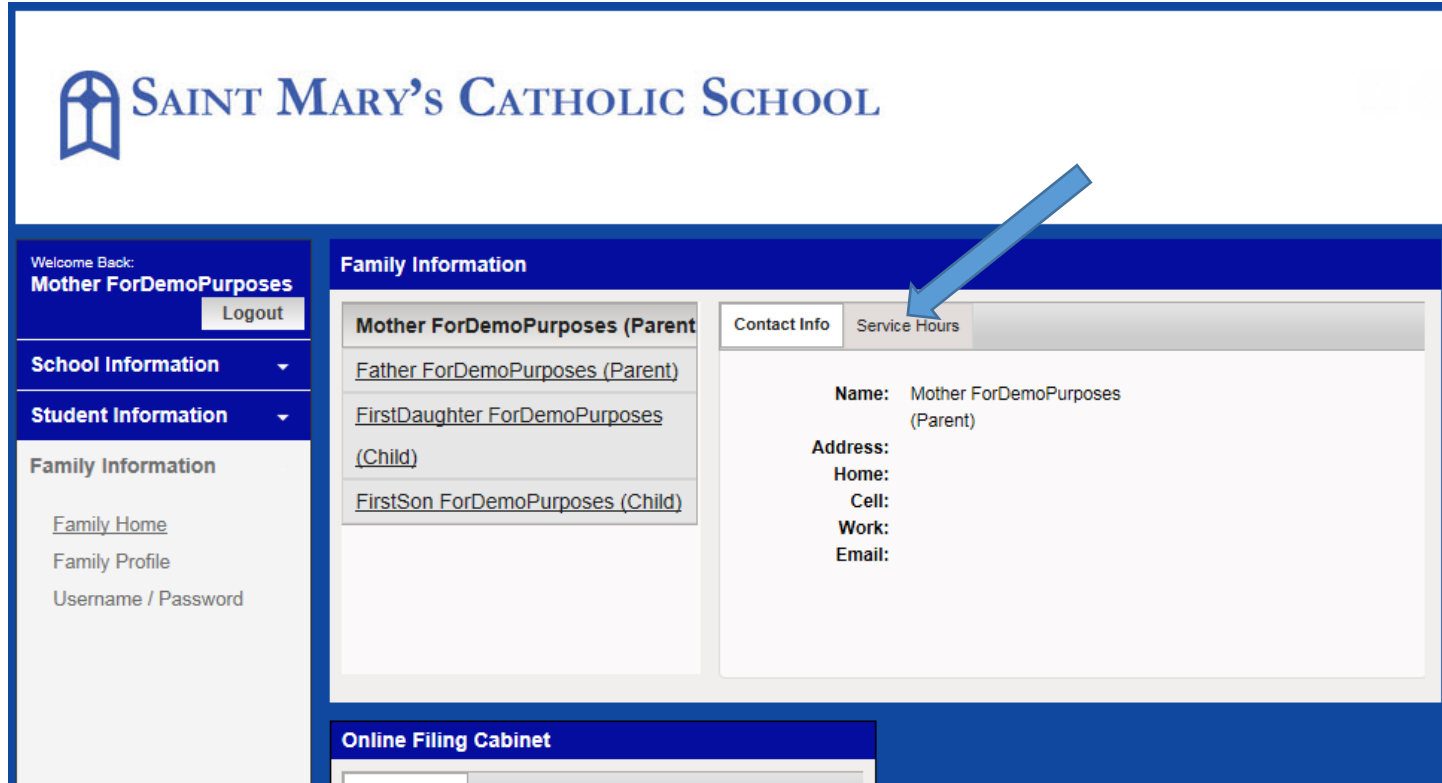
Entering Family Service Hours

- Click on Family Information



Entering Family Service Hours

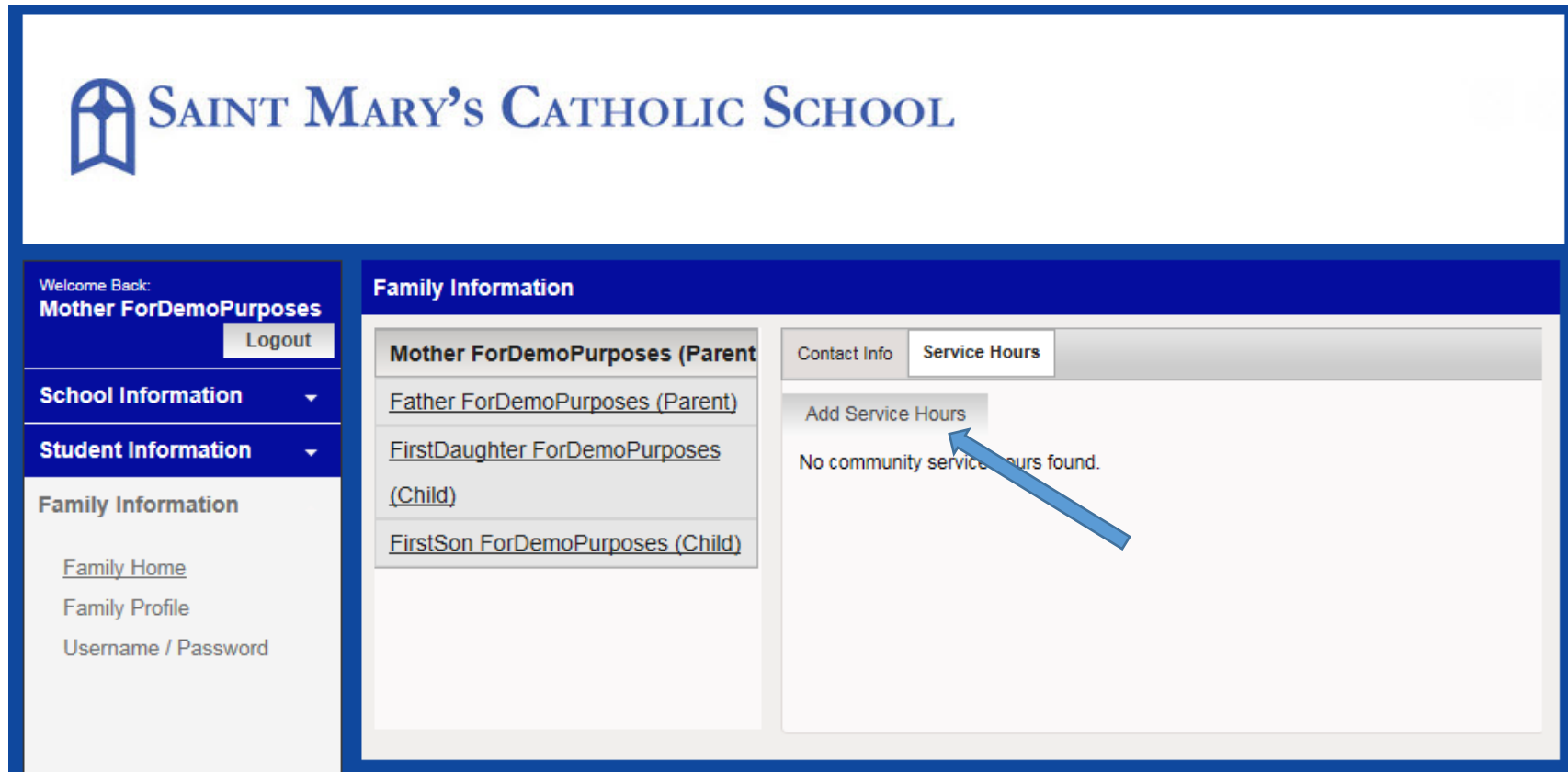
- Click on Service Hours Tab:



The screenshot displays the parent portal interface for Saint Mary's Catholic School. At the top left is the school's logo and name. Below this is a navigation menu with sections for 'Welcome Back: Mother ForDemoPurposes' (including a 'Logout' button), 'School Information', 'Student Information', and 'Family Information' (with links for 'Family Home', 'Family Profile', and 'Username / Password'). The main content area is titled 'Family Information' and features a list of family members: 'Mother ForDemoPurposes (Parent)', 'Father ForDemoPurposes (Parent)', 'FirstDaughter ForDemoPurposes (Child)', and 'FirstSon ForDemoPurposes (Child)'. To the right of this list are two tabs: 'Contact Info' and 'Service Hours'. A blue arrow points to the 'Service Hours' tab, which is currently selected. The 'Service Hours' tab displays a form with the following fields: 'Name: Mother ForDemoPurposes (Parent)', 'Address: Home:', 'Cell:', 'Work:', and 'Email:'. At the bottom of the page, there is a section for 'Online Filing Cabinet'.

Entering Family Service Hours

- Click on Add Service Hours tab:



The screenshot displays the Saint Mary's Catholic School website interface. At the top, the school's logo and name are visible. Below the header, there is a navigation menu on the left with options like 'School Information', 'Student Information', and 'Family Information'. The main content area is titled 'Family Information' and contains a list of family members: 'Mother ForDemoPurposes (Parent)', 'Father ForDemoPurposes (Parent)', 'FirstDaughter ForDemoPurposes (Child)', and 'FirstSon ForDemoPurposes (Child)'. To the right of this list, there are two tabs: 'Contact Info' and 'Service Hours'. The 'Service Hours' tab is active, and within it, the 'Add Service Hours' button is highlighted with a blue arrow. Below the button, the text 'No community service hours found.' is displayed.

Entering Family Service Hours

- Complete form – Note: Do not fill in **Verified By** field.

Service Hours

Date (MM/DD/YYYY) You must enter a complete date.

Description (Select from drop down box)

Hours

Note

Verified By