

## West-Mont Christian Academy

873 South Hanover Street • Pottstown, Pennsylvania 19465 610-326-7690

Dear School Family,

Here at West-Mont, we utilize a parent portal called Renweb for all vital information about homework, grades, lunches and much more! If you are new to West-Mont, or are setting up your access to Renweb for the first time, please follow the directions below. If you have difficulties, please contact the school and we will be happy to assist you!

Many Blessings,

The Advancement Department

## Renweb for New Users

- 1. Go to west-mont.org.
- 2. Click on the "Renweb Login" icon at the bottom of the page.
- 3. Click on "Create New Parents Web Account."
- 4. Enter the email address you have given WCA. Each parent should use their own email address since this is how Renweb will identify each user.
- 5. Click on "Create Account." Within a few minutes, an email will then be sent to your email account. Open this email and follow the instructions to create your account. You will have the option to change your password. This link is active for only six hours for security reasons.
- 6. If you have any problems setting up your account, please contact the office.