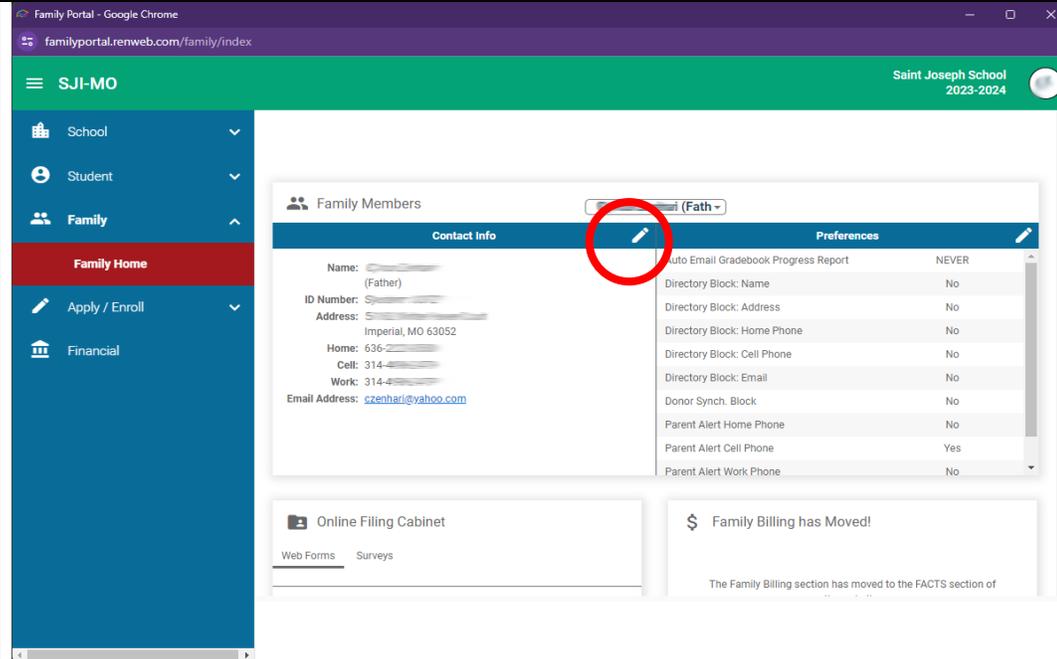
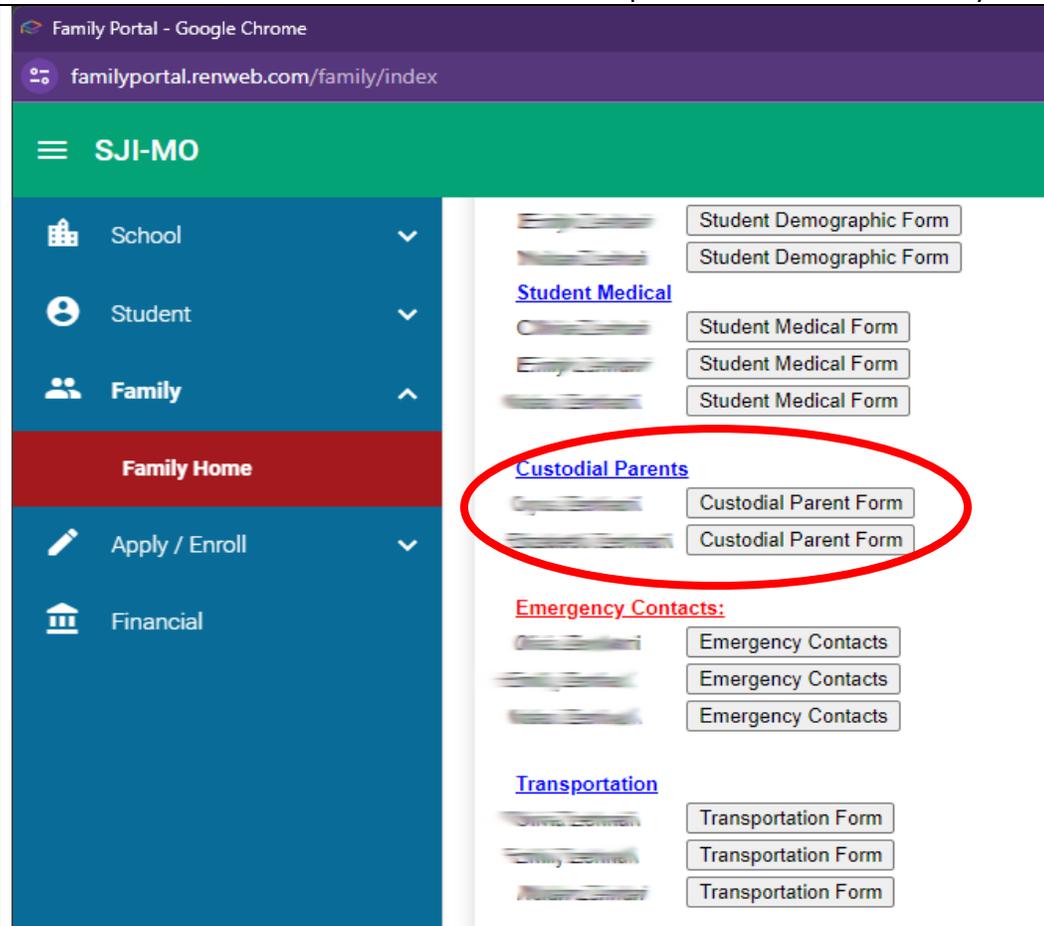


How Parents Can Edit Their Phone Number and Email Address Via the FACTS Family Portal

1. Log into the FACTS Family Portal at <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>. Remember our district code is **SJI-MO**
2. From the navigation at the left, select “Family” and then “Family Home,” then click the pencil icon at the top of the “Contact Info” box



3. Click on “Custodial Parent Form” for the parent whose information you wish to edit



How Parents Can Edit Their Phone Number and Email Address Via the FACTS Family Portal

Make any necessary edits, then scroll to the bottom to "Save" the record. **PLEASE NOTE: at the bottom of the page there is a section for editing Alert preferences. This only applies to schools using FACTS alerts. Saint Joseph School is currently using CatapultConnect for alerts so these preference are not applicable.**

The screenshot shows a web browser window with the URL `familyportal.renweb.com/family/index`. The page title is "Family Portal - Google Chrome". The header includes "SJI-MO" on the left and "Saint Joseph School 2023-2024" on the right. A left sidebar contains navigation options: "School", "Student", "Family", "Family Home" (highlighted in red), "Apply / Enroll", and "Financial".

The main content area is titled "Custodial Parent Form" and includes a "Return to main form" link. The form is divided into several sections:

- Demographic Details:** Includes fields for Salutation (Mr.), First, Middle, and Last names. It also has dropdown menus for Marital Status (Married) and Gender (Male), and a Birthdate field (mm/dd/yyyy).
- Contact Information:** Includes fields for Home Phone (636-xxxx-xxxx), Cell Phone (314-xxxx-xxxx), Email 1 (xxxx@yahoo.com), and Email 2. There is also a Street address field.
- City, State, and Zip:** Includes fields for City (Imperial), State (MO), and Zip (63052).
- Religious Affiliation:** A section at the bottom of the form.