



Updating Family Information In Renweb / FACTS SIS

If your contact information (address, phone, cell, emergency contact or pickup/transportation) needs updating, please update AS SOON AS POSSIBLE in RenWeb / FACTS SIS.

To change or update your RenWeb / FACTS SIS information:

- Navigate to our school website: <https://www.stmarystaylor.org>
- Log in to RenWeb/FACTS SIS



- Select: or then

If you access RenWeb/FACTS SIS from our website, the district code will populate with SMY-TX.

If you do NOT access RenWeb/FACTS SIS from our website, you will need to enter the district code: SMY-TX

Enter your username: What is that?

Your user name is typically the email address we have on file in RenWeb, unless you chose to change it.

Enter your password: If you do not remember, you may select Forgot Username / Password and reset.

From the menu,

Select "School,"

Select "Web Forms"

Select "Family Demographic Form"

There are six forms that may reviewed and updated:

-Student Demographic Form	-Custodial Parent Form	-Transportation Form
-Student Medical Form	-Emergency Contacts	-Grandparents Form

- **IMPORTANT - DO NOT EDIT / ADD student email**
- **Parents should ADD people to the transportation form for pickup**

Notes:

- The information in the Family Directory is populated from RenWeb / FACTS SIS.
- If you do not want your information included in the directory, be sure to check the appropriate section.
- Please make sure all information is updated and current at all times in RenWeb.