BRIARWOOD CHRISTIAN SCHOOL
IMPORTANT INFORMATION ON ParentsWeb

FACTS (RenWeb) ParentsWeb is a private and secure parents' portal that enables you to view information specific to your children, while protecting their information from others. In addition, you will have access to useful school information and can communicate with teachers and other school staff online whenever necessary. All you need is internet access. **(FACTS recommends Google Chrome, Safari or Mozilla Firefox as your web browser.)**

How to Access Our Easy-To-Use FACTS (RenWeb) ParentsWeb:

- Go to your web browser and enter the address www.briarwoodchristianschool.org
- Click on "**Families**" in the upper right corner.
- Click on the "**Login To FACTS/RenWeb Account**."
- Log in as follows:
  - Existing Parents: Enter your User Name and Password.
  - New Parents: **IMPORTANT: New accounts cannot be created from your telephone app. Please use your computer to create your parent account.** Click on the "Create New ParentsWeb Account" which is located next to the "Login" box. Type your email address and click on the "Create Account" box. You will receive an email with a link for creating a RenWeb password. Click on the link in the email and follow the instructions for creating your password. If asked, the District Code is: BCS-AL.
  - You should now be logged in to ParentsWeb.

How to View Account Information and Add Money for Lunch Purchases:

You can review account information by clicking on "FACTS" in the list on the left side of the screen. Each family has two accounts - one labeled "General" and one labeled "Lunchroom".

General Account
The General account shows the outstanding balance due for all billed items such as tuition, capital improvements fee, shuttle bus and after school care. You can view activity in the account by selecting "Details".

Your monthly statement will be emailed to you on or before the 5th business day of each month. Charges are due by the last day of the month.

You can make payments to the General account by sending a check to the school or you can use the Pay Now option to pay using an echeck to transfer funds from your bank account to the school. FACTS charges an $.85 transaction fee for each echeck you write to us.

Lunchroom Account

You must deposit money into your family's Lunchroom account if you want your child(ren) to purchase lunch with a lunch card. This is a declining balance account (shown as a negative) when money is available to purchase lunch. In other words, you want this account to have a negative or credit balance. The balance in the Lunchroom account can be used by any student in the family. You can view the activity in this account by selecting "Details".

You can put money into your Lunchroom account one of two ways:
- You can send a check to the school business office payable to BCS with the notation "lunches" on the *For* line.
- Or you can select the Pay Now option and add money using an echeck to transfer funds from your bank account to the school. FACTS charges an $.85 transaction fee for each echeck you write to us.

The system sends you a weekly email notification each Sunday when the balance in your Lunchroom account falls below $20. Your child must have money in the family Lunchroom account if you want your child to use a lunch card.

If you have any questions about your account, please contact Rikki Lee at 205-776-5813 or rlee@bcsk12.org.

How to Make Demographic Changes (address, email, phone numbers, etc.)

It is very important that you update FACTS (RenWeb) with any demographic changes. Otherwise, we will not be able to reach you with important announcements or emergency notifications through the Parent Alert System.

Please note that you can update your information within FACTS (RenWeb) - you do not need to contact the school to provide this information. Please use the BCS Family Demographic Form (located under the "School Information" - Web Forms tab or in the "Family Information" section) to submit changes to your home address, phone numbers, email address, emergency contact information, transportation information, etc.