

LOGGING SERVICE HOURS INSTRUCTIONS

1. Go to Renweb.com



2. Log in to ParentsWeb



RenWeb ParentsWeb Login

District Code:

User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

Parent Student Staff

[Create New ParentsWeb Account](#)

District Code:

ND-IN

3. Click on Family Information

The screenshot shows the Notre Dame Catholic School website. At the top left is the school logo and name: "NOTRE DAME CATHOLIC SCHOOL" with the tagline "faith, family, & education". Below the logo, the user is logged in as "Joy Williams" with a "Log Out" button and a language dropdown set to "English". The left sidebar contains a menu with "School Information", "Student Information", "Family Information" (circled in red), and "Resources". The main content area has three columns: "Announcements", "Today's / Tomorrow's Events" (with tabs for "Today" and "Tomorrow"), and a large empty space.

4. Click on Family Home

The screenshot shows the "Family Information" page. The left sidebar menu is expanded, showing "Family Information" with a sub-menu where "Family Home" is circled in red. Other options include "Family Profile", "Enrollment / Reenrollment", and "Username / Password". The main content area has a "Family Information" header and a "Contact Info" tab. The contact form includes fields for "Name:", "Address:", "Home:", "Cell:", "Work:", "Email", and "Address:". At the bottom, there are links for "Online Filing Cabinet" and "Family Billing".

5. Click on Service Hours

NOTRE DAME
CATHOLIC SCHOOL
faith, family, & education

Welcome:
Joy Williams

Log Out English ▾

School Information ▾
Student Information ▾
Family Information ▲

Family Information

Contact Info Service Hours

Name:
Address:
Home:

6. Click on Add Service Hours

Family Information

Contact Info Service Hours

Add Service Hours

No community service hours found.

7. Enter Service Hours

Service Hours

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

Description (Select from drop down box)

Hours

Note