



Instructions For Creating A ParentsWeb Login

- Go to nwcs.org
- Select the **ParentsWeb** icon in the upper right corner.
- Select **Create New ParentsWeb Account**.
- Enter **NCS-WA** into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into ParentsWeb as instructed above.



To Access ParentsWeb

- Go to nwcs.org
- Select the **ParentsWeb** icon in the upper right corner.
- Enter **NCS-WA** into the District Code field.
- Enter your username and password. If you have forgotten your username or password, please click on the link provided.

To Update or Change Family Information in ParentsWeb

From the Parent account follow these steps:

- Select Family Information and choose Family Demographic Form from Online Filing Cabinet.
- Click on any box that needs to be updated.
- Make necessary changes and click **SAVE** at the bottom of the form.

To Create a Student Account in ParentsWeb

- Parents need to sign into their ParentWeb account.
- Choose Web Forms from the left hand menu.
- Open the Family Demographic Form.
- Choose the student you wish to add the email for and add the student's email account.
- Sign out of the ParentWeb account.
- The page that will show is the sign in page. Check the Student box.
- Choose create a new ParentWeb account. With the student box checked, you are really creating a student account.
- Put in your students email address and follow the instructions. Your student will be sent an email with detailed instructions on how to sign up.