

Logging on to the MQHR RenWeb System

1 Know our Renweb District Code: MQ-KY

2 Know your RenWeb System User Name (this is your Email address):

- **Parents:** your RenWeb System email is the email address you provided MQHR at registration
- **Faculty:** your RenWeb System email is your official school email address

3 Click the Renweb Login image/link at the top left of the school website

<http://maryqueenschool.cdlex.org/>.

4 Enter your District Code, User Name (Email) and Password.

5 Next be sure to click the appropriate Button for you (Parents or Staff). Then click Login. You are now logged on and ready to go.

Important Note: First Time Users: The *first time* you use RenWeb you will need to click the **Create New Parentsweb Account link** and enter your District Code and Email, then click Create Account to have your initial system password emailed to you. You should receive an email at your RenWeb System email address (see #1 above) after a few minutes. After you have received your email, open it and use the initial password to login as above, steps 1-4.

*****If you receive the following message:**

Error: Invalid Credentials

then please click on the text link 'Forgot Username/Password' that is on the ParentsWeb login screen, directly under the PASSWORD textbox. Clicking on the 'Forgot Username/Password' link will open a new browser window that asks for your current WCS ParentsWeb email address. Please enter your email address, and then click the RESET PASSWORD button. This process should cause an email to be sent to you with information about how to create your own ParentsWeb username and your own ParentsWeb password.

If you fill in your email address and click the RESET PASSWORD button, and you receive the error message:

Error: Invalid Credentials. Please contact school administrator. (Code: 2)

then MQHR does not have your email address registered yet in our Renweb system. To send your email address to MQHR, so that we can register your email address into our Renweb system, please contact ksealand@mq.cdlex.org.

FAQs:

Changing your password:

- Logon to ParentsWeb.
- Click on "Family Information" near the lower left.
- Click "Change Password"..
- Enter your new password twice, click Submit.

Resources:

[Click here to view an online Video of RenWeb ParentsWeb](#)

