

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 on the right side of the school website
<http://www.maryqueenschool.org/> or this link <https://logins2.renweb.com/Logins/ParentsWeb-Login.aspx?>
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 for 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 after a few minutes. After you have received your email, open it and use the initial password to login as above.

*If you receive the following 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 kpdroche@mq.cdlex.org.

Please make sure your Family / Student RenWeb Information is correct and up to date.

1. Log into RenWeb - <https://logins2.renweb.com/Logins/ParentsWeb-Login.aspx?>
2. Under "School Information" click on "Web Forms".
3. Now click on the "Family Demographic Form".
4. You should now see button links to the following forms.
 - a. [Enrolled Students](#) – You should see one button for each student you have.
 - b. [Student Medical](#) – You should see one button for each student you have.
 - c. [Custodial Parents](#) – You should see one button for each parent in your family.
 - d. [Emergency Contacts](#) – You should see one button.
 - e. [Transportation](#) – You should see one button for each student.
 - f. [Grandparents](#) –
 - g. Please check and update each form, for each student. **After changing or adding information you need to click "Save" at the bottom of the form.**
5. If you have questions or need assistance, please contact: Mrs. Pedroche – kpdroche@mq.cdlex.org or (859) 277-3030 ext 242