



Northwest Christian Academy

Step 2: Student RenWeb Setup

STOP!!!

If you have not setup your NCA student email account, do that first before setting up your Renweb account

New Students

- 1) To access the Northwest Christian Academy student RenWeb page, go to the school's website (<http://nca.nwbm.org>). Click on **Login** on the top right-hand side and under login, click on **RenWeb**. Click on the **RenWeb** logo to be directed to the login page.
- 2) If this is your first time logging into RenWeb, you must click on **Create New ParentsWeb Account** next to the login button to create your RenWeb account.
- 3) Enter your student email address into the email box and click on the **Create Account** button (**Note: you must first setup your NCA student email account so you have access to your emails to retrieve your temporary password**).
- 4) Access your student email account and follow the steps in the email to change your password. If requested to change your username, **use your full student email address as your username**.
- 5) Follow step 1 to get back to the RenWeb login page and login with your new credentials.

Existing Students (if you forgot your password)

- 1) To access the Northwest Christian Academy student RenWeb page, go to the school's website (<http://nca.nwbm.org>). Click on **Login** on the top right-hand side and under login, click on **RenWeb**. Click on the **RenWeb** logo to be directed to the login page.
- 2) Click on **Forgot User Name/Password?** link.
- 3) Enter your student email address into the email box and click on the **Reset Password** button (**Note: you must have access to your student email account to retrieve the reset instructions**).
- 4) Access your student email account and follow the steps in the email to reset your password.
- 5) Follow step 1 to get back to the RenWeb login page and login with your new credentials.