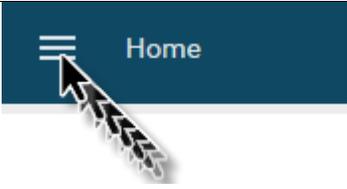
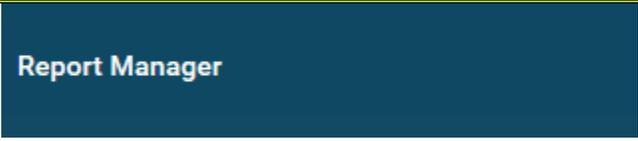
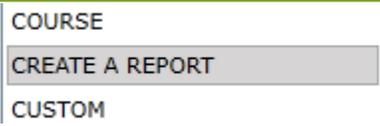
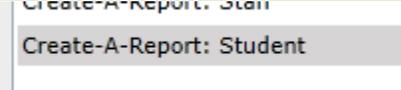
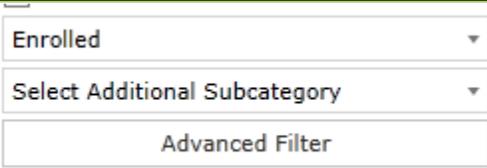
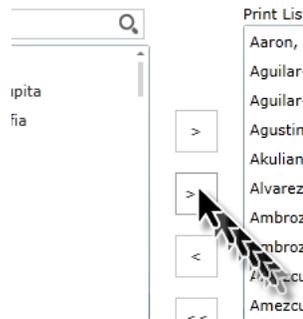


PURPOSE: The purpose of this procedure is to demonstrate how verify **Safe Environment Training Status for Parents in RenWeb's RENWEB1**. This process shows how to print a report from the custom report feature in FACULTYWEB.

OPERATING SYSTEM: Windows 10 is demonstrated in this procedure, but similar steps can be taken with Windows 7.

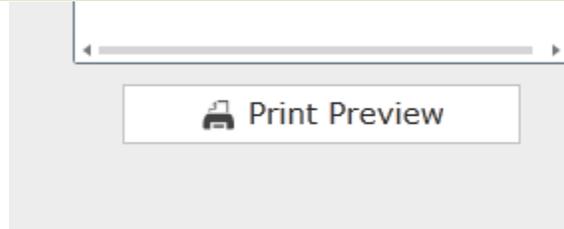
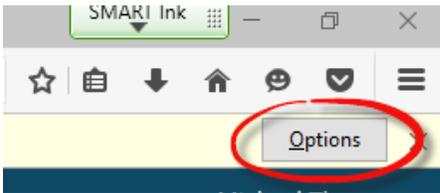
PROCESS STEP	REFERENCE IMAGE
STEP 1: Log into Renweb1 at: login.rebweb.com	
STEP 2: Select bars next to HOME to display the menu.	
STEP 2: Select REPORT MANAGER	
STEP 3: Select on the CREATE A REPORT	
Step 4: Select Create-A-Report: Student	
Step 5: Select the group of students in the FILTER .	

Step 6: Select One or ALL the students.

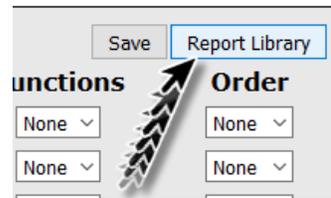


Step 6 Select PRINT PREVIEW.

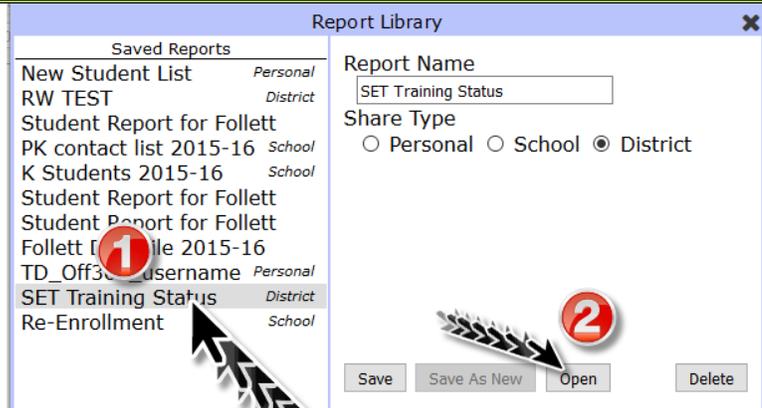
*** Also, check for POP-Ups and SELECT ALLOW!



Step 6 Select REPORT LIBRARY.



Step 7: Choose SET Training Status, then OPEN.



Step 9: Select Display Results.

Parents / All Parents / Parent User Defined / Safe Environment
 Parents / All Parents / Parent User Defined / Safe Environment
 Select Additional Field
 Display Results Select Distinct Max Rows 1000

Step 9: Check training status. SET is good for **5 YEARS** from last training date.

Student ID (System)	LastName, FirstName	Grade	Background Check	SET Training
10374		K	Approved	09/18/201
10373		03	Approved	09/18/201
10374				

TRAINING GOOD FOR 5 YEARS!