





# School Errors



## Missing Principal

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select the staff member.
4. Click **Human Resources**.
5. Select the **Staff Title** of *Principal* in the drop-down list.
6. Click **Save**.



## Missing Type

1. From RenWeb , click  (Menu).
2. Click **System**, then click **Configuration**.
3. Click **School Configuration**.
4. Click **User Defined**.
5. Select the **NAD** user defined group in the list.
6. Select the appropriate **School Type** in the drop-down list.
7. Click **Save**.

## Missing Home School Meetings

1. From RenWeb , click  (Menu).
2. Click **System**, then click **Configuration**.
3. Click **School Configuration**.
4. Click **User Defined**.
5. Select the **NAD** user defined group in the list.
6. Type the correct number in the **Home School Meetings** field.
7. Click **Save**.

## Accred terms years was not one of the allowed options

1. From RenWeb , click  (Menu).
2. Click **System**, then click **Configuration**.
3. Click **School Configuration**.
4. Click **User Defined**.
5. Select the **NAD** user defined group in the list.
6. Select **Accreditation Years** from the drop-down (6 Clear, 6 IR, PR2, PR3 or Probation)
7. Click **Save**.