



# Parents Web Enrollment Process

All families are required to Enroll ONLINE ONLY via RenWeb for the 2017-18 school year.

**NOTE: YOU MUST USE A DESKTOP COMPUTER FOR THIS. SORRY....SMART PHONES WILL NOT WORK.**

- If you have already been using RenWeb and have a current log in password, please log in on [www.renweb.com](http://www.renweb.com) and follow the instructions in **Step A**.
- If you have never used Renweb before, proceed to **Step B**.

## **STEP A (Registered parents)**

- Log in as normal -**District Code *WLCS-CA*, your email as username and password. Click forgot password if you don't remember.**
- Go to the **School Information** home page of ParentsWeb.
- Click on the **Family Information** button.
- Select **Enrollment/Reenrollment** from the drop down menu on left.
- Select each child you wish to re-enroll and follow the self directed process by selecting next after each page. **If you have more than one child, you will need to enter information for each child separately.**
- Please make sure you **hit the SUBMIT ENROLLMENT PACKET** to pay the Registration Fee. You are not finished until you get an email confirmation.

## **STEP B (Non registered parents)** Here's how to access our easy-to-use **ParentsWeb**:

- Open a web browser and go to [www.renweb.com](http://www.renweb.com) and click **Logins** @ top right.
- Click drop down for **ParentsWeb Login**.
- Click **Create New ParentsWeb Account**.
- Type your school's **District Code *WLCS-CA***
- Type your **EMAIL ADDRESS** and Click **Create Account**
- **An email from Renweb will be sent to you within 3 minutes. BE SURE TO CHECK YOUR SPAM FOLDER IF YOU DO NOT GET AN EMAIL IN 5 MINUTES. If it gives you an error on the email address, then you must contact the school to make sure they have the correct one on file.**
- Once you receive the email, **Click to change password** link. This link is only valid for 30 minutes.

You should now be logged in to the School Information home page of ParentsWeb. Then follow the instructions in **Step A** above to re-enroll.

If you have any problems, please email [eileens@wateroflifecs.org](mailto:eileens@wateroflifecs.org).