

## 2012-13 Reenrollment Instructions for Current Students

To complete your reenrollment process, you will need to login to your ParentsWeb account. If you do not have a login, please follow the [Instructions for Creating a ParentsWeb Login](#) listed below.

To access ParentsWeb:

- Please go to [www.renweb.com](http://www.renweb.com)
- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on the **Family Information** button in the left menu.
- Click on the **Enrollment/Reenrollment** button.

Our Online Enrollment system will open with a link to the enrollment packet for your student/students. The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later. We ask that you complete the online process and submit the enrollment packet by January 31st.

The Instructions and Enrollment Checklist page of the enrollment packet contains supplemental enrollment forms that also must be submitted. Please print, complete and mail these forms as well by January 31st. Further instructions on these forms are provided online.

If you have any questions about the process, please contact Vicki at [vlouden@northlandchristian.org](mailto:vlouden@northlandchristian.org) or 281-440-1060.

### Instructions for Creating a ParentsWeb Login

- Please go to [www.renweb.com](http://www.renweb.com).
- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- After the RenWeb ParentsWeb Login screen opens, please select **Create New ParentsWeb Account**.
- Enter NCS-TX into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into ParentsWeb as instructed above.