RenWeb (FACTS) Online Enrollment Instructions

To access the Enrollment Packet,

- After logging in to Renweb/Parentsweb, click on **Family Information** in the left menu.
- Click on **Enrollment/Reenrollment**.
- Click on **Start Enrollment**. Our Online Enrollment system will open with a link to the enrollment packet for your child.
- Continue through each screen filling in any required information. Much of the information will be prepopulated from the current record. If you find something that needs to be changed, (i.e., cell phone number, email address, emergency contact, etc.) click on the space with the incorrect information and enter in the new information.   The bottom of each page has a place to click Save & Next.
- Upon completion and review of the information, you will submit enrollment.
- You will receive a confirmation email that your enrollment is complete. If you do not receive a

The online process should take approximately 20 minutes to complete. Your information will be saved if you need to quit and come back later.

Instructions to create a Renweb account

Instructions for Creating a ParentsWeb Login:

- Please go to www.SJNRCS.org
- Click on the **Parents** tab at the top of the site
- Select the **RenWeb** tab on the left side
- After the RenWeb ParentsWeb Login screen opens, please select **Create New ParentsWeb Account**.
- Enter **SJN-GA** 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. Once you have created a user account, you can login at any time by going to the link on our homepage.

If you experience any problems with the re-enrollment process or reacting an account, please contact Anna Abbott at 770.381.0557 ex. 1003 or aabbott@sjnrcs.org