

**Eagle's Landing Christian Academy's administration and staff are already looking ahead and making plans for next school year. In preparation for the start of 2018-2019 please take time now to complete your reenrollment for next year.**

To complete our online reenrollment process, you will access ParentsWeb through your existing login. (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.

In order for reenrollment to be completed, you **MUST** have a green check next to each item in the checklist. Every family is required to have a FACTS account. There should only be one FACTS account per family. Once in FACTS, you will choose **Set up a Payment Plan (this is a very small link below your current balance)**. When enrolling your first child, you will add all siblings. When completing your FACTS account, **do not exit without choosing CONTINUE RENWEB ENROLLMENT**. This will return you to RenWeb to complete and submit your reenrollment packet. If you are applying for financial aid through FACTS, this does not have to be completed (taxes) before finishing reenrollment. These are two separate processes.

If for any reason you need to remove a parent or guardian from the Household screen, click on the Please Remove From Family box.

Our Online Enrollment system will open with a link to the enrollment packet for Timothy. The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

If you have any questions about the process, please email me at [admissions@eagleslanding.org](mailto:admissions@eagleslanding.org).

Sincerely,

***Susan Moore***  
Director of Admissions  
678.818.1040 (o)  
Eagle's Landing Christian Academy  
ELCA Connect Online Academy

### 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 **EL-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.
- Log into ParentsWeb as instructed above.

### ***Susan Moore***

Director of Admissions

678.818.1040 (o)

Eagle's Landing Christian Academy  
ELCA Connect Online Academy