



AlLENDALE CHRISTIAN SCHOOL

Online Enrollment Instructions for Young Fives through 8th Grade

Enrollment Instructions - Please read all instructions carefully:

To complete our enrollment process, you will access our ParentsWeb program. To create a login, please follow the Instructions for Creating a ParentsWeb Login, which is listed below.

***Instructions for Creating a ParentsWeb Login, if you do not have one.**

- Please go to www.renweb.com.
- Select Login 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 **AD-MI** into the District Code field.
- Enter your email address in the email field
- 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 below.

To access ParentsWeb:

- Please go to www.renweb.com
- Select Login from the menu bar and ParentsWeb Login from the drop-down menu.
- Enter AD-MI into the District Code field.
- 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. The online process should take approximately 15 minutes to complete. Your information will save if you need to quit and come back later.

****There are also supplemental forms that go along with enrollment. To streamline this process, we have attached these forms to our website. You can follow the link and find which forms are necessary for your situation, and when they are due. This is explained on the webpage. Link to forms: [Supplemental Enrollment Forms](#).*

