



ONLINE RE-ENROLLMENT PROCESS

To complete the online re-enrollment process, you will need to access ParentWeb through your existing RenWeb account. If you do not have a login, please follow the [Creating a ParentsWeb](#) instructions listed below.

Registered Families: Requires a desktop computer/laptop

- If you an existing RenWeb account and have a current log in password, please log in on www.renweb.com
- Log in on **ParentsWeb**
- Type in the District Code **WLCS-CA**, your email as username and password. Click **Forgot User Name/password** if you have forgotten.
- Click on the **Apply/Enroll: Enrollment/Reenrollment**
- Select each child you wish to re-enroll. If you have more than one child, you will need to enter information for each child separately.

Completing the Online Enrollment packet should take 15-20 minutes to complete. You have completed the enrollment process once you have paid the registration fee and receive and have received a email confirmation.

Creating a ParentsWeb (New Families): Requires a desktop computer/laptop

- Open a web browser and go to www.renweb.com
- Click on the **Log In** drop down button
- Click on **ParentsWeb Login**.
- Click **Create New ParentsWeb Account**.
- Type our school's District Code **WLCS-CA**
- Type your **EMAIL ADDRESS** and Click **Create Account**
- Renweb Customer Support will email you a link that will allow you to create a username and password. The link is only valid for 30 minutes. If you receive an error message on the email address, please contact the school to ensure we have the correct email address on file.
- Once you click on the link a **Change/Create Password** screen will open. Create a username and then your preferred password into the **Password field** and **Confirm Field**.
- Click and **Save your Username and or Password** button. Close the window.
- Log into **ParentsWeb** and follow the instructions listed above (**Registered Families**)

Should you have any questions regarding the enrollment process, contact Renee Martinez at (909) 463-3915 or email Reneem@wateroflifecs.org