

### **SJCS Enrollment 2018-2019**

1. Go to [www.renweb.com](http://www.renweb.com) (use Chrome browser).
2. On far right, go to LOG IN (orange button).
3. Using the LOG IN button as a drop down button, go down to Parentsweb.
4. Enter the school code (SJP-AR), then your user name, and password. Click PARENT and LOG IN.
5. Using the WebForm button, fill out all the webforms. There should be a Family Demographic form for each child, as well as medical, transportation, custodial forms, etc.
6. There are also forms for the handbook, additional information, and a couple of other forms.
7. Once you've completed the Webforms, choose the FACTS link
8. You may have to set up an account for FACTS.
9. Choose your payment plan and pay your registration fee.
10. If you would like to apply for financial aid, go back to the FACTS link on Renweb. There is a link to apply for Financial Aid/Grant money.
11. If you go to St. Benedicts, please contact me before filling out the financial aid forms on FACTS.