

2019-2020 REENROLLMENT

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 2019-2020 please take time now to complete your student's reenrollment for next year.

To complete our online reenrollment process, you will access FACTS (formerly ParentsWeb) through your existing login. If you do not have a login, please follow the Instructions for Creating a FACTS Family Online (formerly ParentsWeb) Login listed below.

To access ParentsWeb (now FACTS):

- Please go to www.factsmgt.com
- Select **Parent Log in** from the menu bar and **FACTS Family Online (ParentsWeb)** from the drop-down menu.
- Enter **EL-GA** 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 **Apply/Enroll** button in the left menu.
- Click **Enrollment/Reenrollment**.

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 PAYMENT PLAN (under 2019-2020 SCHOOL YEAR)**. 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 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 your student(s). 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.

Sincerely,

Susan Moore
Director of Admissions

Instructions for Creating a FACTS Family Online (formerly ParentsWeb) Login

- Please go to www.factsmgt.com
- Select **Parent Log in** from the menu bar and **FACTS Family Online (ParentsWeb)** from the drop-down menu.
- After the Renweb (now FACTS) 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 (now FACTS) 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 FACTS (formerly ParentsWeb) as instructed above.