

Steps to Enrollment

1. Go to www.ccsorange.org
2. Locate the "Parents Web Login" button on the bottom right of this page.
3. Parentsweb Login should pop up
4. If you have never gotten a renweb password- Go to last tab- First-time Users- If you have a password, skip to number 13.
5. Fill in the email you gave the school- it will work with **NO** other email. If you have changed your email, you cannot register until you contact the office and have your information updated.
6. Click New Parent Log In
7. The PW (password) will be mailed to your email
8. Minimize the Renweb page and check your email provider for the new PW. Do not let anyone see this password including your children. It gives access to areas that only you as a parent should modify.
9. Return to Renweb page.
10. Click the Parents tab
11. Fill in the email you gave the school
12. Fill in the new PW that renweb sent your email
13. Click Parent Login and go to Parentweb
14. Click the tab on the left that says Family Information
15. Choose the Re-enrollment tab.
16. Each of your students should pop up.
17. Check all your students and click next.
18. Fill in the forms. There are certain required fields which will not allow you to advance to the next form until they are completed. When you complete the forms, read **ALL** the information on the conclusion page and click Finish at the bottom of the page.
19. All 9-12th grade students- as stated in the conclusion of the Reenrollment section, you must print a Pastor Recommendation form for your pastor to complete and return to us. This can be found in the School Information section of RenWeb. Click Resource documents then open **BOTH** pages of the 9-12th pastor recommendation form.

20. To add grandparents to RenWeb, go to Family Information and look in the middle of the page at the webform section. Choose the Family Demographic form, then Add Grandparents. *Remember:* During the year, whenever you need to update information on your family, emails, or emergency contacts, use the Family Demographic form.