

2018 - 2019 STCPS Re-enrollment Instructions

Saint Columbkille Partnership School is looking ahead and making plans for the 2018-2019 school year. In preparation for the start of the new year, please complete the re-enrollment packet(s) now.

In order to complete the re-enrollment process, please access **ParentsWeb** through your existing login. If you do not have a login, please follow the [Instructions for Creating a ParentsWeb Login](#) listed at the bottom of this document.

To access ParentsWeb with an existing login:

- Please go to <https://sc-ma.client.renweb.com/pw/>
- 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/Re-enrollment** button.
- Our Online Enrollment system will open with a link to the enrollment packet for each student.

The online re-enrollment process takes approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later. The **Instructions and Resources** page of the enrollment packet contains supplemental enrollment forms that also must be submitted. Further instructions on these forms are provided online.

If you have any questions about the re-enrollment process, feel free to contact us at admissions@stcps.org or 617-254-3110.

Instructions for Creating a ParentsWeb Login:

- Please go to www.renweb.com.
- Select **Log In** from the top right menu bar and **ParentsWeb Login** from the drop-down menu.
- After the RenWeb ParentsWeb Login screen opens, please select **Create New ParentsWeb Account** at the bottom of the page
- Enter **SC-MA** into the District Code field.
- In the email field, enter the same email address as provided in your application to the school.
- 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.
- Once you 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 and close the window.
- Log into ParentsWeb as instructed above.