



St. Anthony Cathedral Basilica School's administration and staff are already looking ahead and making plans for next school year. In preparation for the start of 2018-2019, please take time now to complete your student(s) reenrollment for next year.

To complete our online reenrollment process, you will access our ParentsWeb and follow the [Instructions for Creating a ParentsWeb Login](#) listed below.

#### Instructions for Creating a ParentsWeb Login

- Please go to [www.renweb.com](http://www.renweb.com).
- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- After the RenWeb ParentsWeb Login screen opens, please select **Create New ParentsWeb Account**.
- Enter **SACB-TX** 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 Customer Support containing a link that will allow you to create your username and password. Your username and password can be the same as the username and password that you have for FACTS, but does not have to be the same. 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. 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 ParentsWeb as instructed below.

#### Instructions for accessing your ParentWeb

- Please go to [www.renweb.com](http://www.renweb.com)
- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- Type in your username and password.
- After logging in, click on the **Family Information** button in the left menu.
- Click on the **Enrollment/Reenrollment** button.

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.

The Instructions and Enrollment Checklist 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 process, please contact us at [amelo@sacbstx.org](mailto:amelo@sacbstx.org), [glafleur@sacbstx.org](mailto:glafleur@sacbstx.org), or 409-832-3486.