Enrollment Directions for the 2018-19 School Year

1. Go to <u>http://stjosephtampa.org</u>. Click on the RenWeb link at the top of the page or the word "RenWeb" under Welcome! *Ir a* <u>http://stjosephtampa.org</u>. *Haga clic en el RenWeb enlace en al parte superior de la página o la palabra RenWeb en Welcome!* 



2. Login to your account. If you do not have an account, click "Create New ParentsWeb Account" and follow the instructions. *Ingresa a tu cuenta. Si no tiene una cuenta, haga clic en "Create New ParentsWeb Account" y siga las instrucciones.* 

| NOTRE DAME ACE ACADEMIES  |  |
|---|--|
| St. Joseph<br>CATHOLIC SCHOOL<br>A NOTRE DAME ACE ACADEMY   |  |
| District Code:  |  |
| SJPH-FL   |  |
| Username:   |  |
|   |  |
| Password:   |  |
|   |  |
| Forgot Username / Password?   |  |
| Parent Student Staff  |  |
| Login Create New ParentsWeb Account   |  |
| Get the RenWeb Home App   |  |
| Coordination the App Store  |  |
| PRIVACY FEEDBACK Powered by TRUSTe  |  |
| Learn More about the RenWeb Home app for accessing<br>ParentsWeb information via the convenience of an app! |  |

Powered by RenWeb Student Information Systems | Privacy Policy

3. Click Family Information, then Enrollment/Reenrollment. *Haga clic Family Information, y después Enrollment/Reenrollment.* 



4. Click Start Enrollment Packet to Reenroll. *Haga click "Start Enrollment Packet" para inscribir.* 

| ine Enrollment  |                                     |  | *****Mr *****Demo<br>(Log Out) |
|---|-------------------------------------|--|--------------------------------|
| St. Josep   | h<br>DL                             |  | -                              |
|   |                                     |  |                                |
| Online Enrollment<br>Welcome ****Mr. You are currently k<br>School Year: 2018-2019                                      | ogged in.                           |  |                                |
| Online Enrollment<br>Welcome ****Mr. You are currently le<br>School Year: 2018-2019<br>Student                          | ogged in.<br>For Grade              | Packet Status                            |                                |
| Online Enrollment<br>Welcome ****Mr. You are currently le<br>School Year: 2018-2019<br>Student<br>****Demo, ****Student | ogged in.<br><b>For Grade</b><br>04 | Packet Status<br>Start Enrollment Packet | Will Not Enroll                |

Powered by RenWeb School Management System, | Providers of Online Enrollment

5. Read the instructions on the first page. Click Next to go on to the next page. *Leer las instrucciones en la primer pagina. Haga click Next para continuar a la proxima pagina.* 

| Online Enrollment  | Logged in as<br>**** <b>Mr</b> **** <b>Demo</b>   |  |
|--|---|--|
| Online Enforment   | (Log Out)   |  |
| St. Jose<br>CATHOLIC SCH<br>A NOTRE DAME ACE ACA                     | DOL<br>DEMY   |  |
| **** <b>Student</b> **** <b>Demo</b><br>Year: 2018-2019<br>Grade: 04 | Instructions & Resources  |  |
| Instructions & Resources   | Instructions  |  |
| Enrollee Information   | Please complete the Online Enrollment forms listed in the left menu, beginning with the Enrollee<br>Information form.   |  |
| Religious Affiliation  | Feedback will be provided throughout the process to help you complete the enrollment packet. A<br>yellow caution sign will appear in the menu next to forms that are missing required information. If a<br>form contains all required information, a green check mark will appear next to the form's menu item. |  |
| Household Information  | You can review the entire enrollment packet at any time by selecting the Enrollment Packet Revi-<br>item on the left menu. From here, you will also be able to print a PDF of the enrollment packet in it<br>current state.   |  |
| Grandparents   |   |  |
|  | After you have completed the enrollment packet, a <b>Submit Enrollment Packet</b> form will appear.<br>Please follow the instructions that will be provided to submit the enrollment packet   |  |
| Emergency Contacts and<br>Authorized Pickup                          | Enrollment Checklist  |  |
| Medical Information  | In order to complete the enrollment process, please complete the checklist items listed below,  |  |
|  | Next >  |  |

6. When you finish a page, a green checkmark will appear. Incomplete pages will have a yellow exclamation point. When you finish a page, click Save & Next to move on. *Quando termina un pagina, un marca verde de verificación aperecerá. Paginas incompletas tendrano un punto amarillo de exclamación. Quando termina un pagina, haga click Save & Next para continuar.* 



7. When you are finished, submit the packet. You will receive an email that acknowledges your submission. *Quando termina, envie el paquete. Recibirá un correo electronico que verificará el envio.*