Reenrollment Instructions

2018-2019 School Year

Tualatin Valley Academy'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 child's reenrollment for next year.

To complete our online reenrollment process, you will need to access our ParentsWeb through your existing login to review and update your child's information. If you do not have a login, please follow the instructions for creating a ParentsWeb login below.

To Access ParentsWeb:

- 1. Go to www.renweb.com
- 2. Select Logins from the menu bar and ParentsWeb Login from the drop-down menu.
- 3. Type in the district code of TV-OR. Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- 4. After logging in, click on the Family Information button on the left menu. Click on the Enrollment/Reenrollment button.

Our online enrollment system will open with a link to the enrollment packet for your child. 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 the front office at (503)649-5518.

Instructions for Creating a ParentsWeb Login:

- 1. Go to www.renweb.com.
- 2. Select Logins from the menu bar and ParentsWeb Login from the drop-down menu.
- 3. After the RenWeb ParentsWeb Login screen opens, please select Create New ParentsWeb Account.
- 4. Type in the district code of TV-OR.
- 5. Enter in the email field your email address as provided in your application to the school.
- 6. Click on the Create Account button.
- 7. You will receive an email from the 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.
- 8. 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.
- 9. Click on the Save Username and/or Password button.
- 10. Close the window
- 11. Log into ParentsWeb as instructed above.