

Dear Parent/Guardian:

Please take time to complete your child's enrollment information for the upcoming term at WVMS. To complete your online enrollment packet, login to our school software system, ParentsWeb, by following the steps listed below. Please note that as of this point in time, mobile devices do not support this process.

FIRST TIME USERS: Instructions for Creating a ParentsWeb Login:

- Please go to 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 **WY-PA** into the District Code field.
- Enter the email address on file with the school in the Email field.
 - If the email address you enter does not match what is on file, you will receive a message informing you of the mismatch. Simply contact the Office so that your information can be synched.
- 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.
- Please click on the link. A Change/Create Password screen will open. (We urge you to retain your email address as your username.) Type your desired password into the Password field and Confirm Field.
- Click on the Save Username and/or Password button.
- Close the window and then log into ParentsWeb.

RETURNING USERS: To Log into ParentsWeb:

- Please go to our home page at wvms.org
- Click Parent Login in the upper left corner of the screen.
- Our school code (WY-PA) should auto-populate behind the scenes.
- 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/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. Please print and mail/drop off these forms upon completion.

If you have any questions, please do not hesitate to contact the Business Office. Thank you.