

## **Mauna Loa School Application Checklist For Returning Students**

To complete our online re-enrollment process, you will access our ParentsWeb through your existing login. If you do not have a login, please follow the Instructions for Creating a ParentsWeb Login listed at the end.

### **1. To access ParentsWeb:**

- 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. 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.
- Submit Reenrollment form.

### **2. Setup FACTS Tuition Program for the new school year.**

- Go to school's website, [maunaloaschool.adventistfaith.org](http://maunaloaschool.adventistfaith.org), click on Financial / FACTS.
- Sign up for FACTS for the new school year.
- Sign a Financial Agreement.

### **3. Meet with office staff to:**

- Submit a membership verification letter from your constituent church clerk (if applicable).

### **4. Submit paperwork to the school office (if applicable).**

- Submit Financial Assistance applications (if applicable).
- Submit updated Health Records (as necessary): Physical exam, TB test, and Immunization Record. A Student Health Record form may be obtained from the office if necessary. Students without proper health records may not enter school.

These records may be uploaded in the Enrollment form on ParentsWeb or submitted to the office via email, fax, or in person. Feel free to call if you have any questions, 808-935-1545 x6.

Mahalo for enrolling your student at Mauna Loa School, we look forward to a great school year together!

## 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 **ML-HI** 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. 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. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.