

COTTER SCHOOLS

Boarding School Forms Packet

REN WEB PARENTSWEB & ONLINE ENROLLMENT

Ren Web Parent's Web is a secure site which provides parents the ability to view your student's grades, homework assignments, attendance and report cards. We also use ParentsWeb for **enrollment**. Every new student needs to complete Online Enrollment as this process includes very important forms that need to be completed to attend Cotter Schools. Below are instructions about how to access Parent's Web.

<u>Instructions for Creating a Parents Web Login</u>

- Please go to <u>www.cotterschools.org/renweb</u>
- Enter your email address.
- 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.
- Now you are able to log into ParentsWeb



Congratulations on creating your account. The next steps are:

- Please go to www.cotterschools.org/renweb
- After creating an account, 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 student. The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.