

## Re-enrolling in FACTS SIS

### To access Family Portal with a CURRENT login

- Please go to [www.renweb.com](http://www.renweb.com).
- Select **Parent Login** option
- **District Code** – type SPT-FL (this is not case sensitive)
- **Username and password** - if you forgot your username and/or password, click on the link for **Forgot User Name/Password**.
- Click on the **Parent** button
- Click **Login**
- Choose **Apply/Enroll** from the menu on the left
- Click on **Enrollment/Reenrollment** - another box opens to the right
- Click on the link **Click here to open Online Enrollment**
- The page will open with a link to the enrollment packet for your student
- **Primary parents** (who live with the child/ren) - select K-8<sup>th</sup> Grade Enrollment Packet or VPK/PreK-3 Enrollment Packet (whichever applies to your student)
- **Secondary Parents** - Select the Secondary Parent K-8<sup>th</sup> Grade Enrollment Packet or VPK/PreK-3 Enrollment Packet

### Creating a NEW Family Portal Login

- **NOTE:** Family Portal accounts must be created by the parent for the parent – not the student
- Please go to [www.renweb.com](http://www.renweb.com)
- Select **Parent Login** option
- Click **Create New Family Portal Account**
- **District Code** – type **SPT-FL** (this is not case sensitive)
- **Email** – enter a valid email address where you want to receive correspondence
- Click **Create Account** button
- You will receive an email from FACTS SIS Support containing a hyperlink that allows you to
- create a username and password. The link will only be active for **6 hours**

### **\*\*\*\* Please make sure you create the account as a parent (not the student) \*\*\*\***

- Click on link and type username (you may use default username provided in email)
- Type in a password – remember this - the school cannot access for you later
- Click **Save Username and/or Password** button
- Close the window
- Log into Family Portal as instructed above