

## Online Application for New Student

- Please go to [saintbasilcatholic.org](http://saintbasilcatholic.org).
- On the top left hand side, click *Menu*, then click *Prospective Families*.
- Under **To Register Your Child**, click the *RenWeb* button.
- Click on *Create an Account*, follow directions from there.
- There will be a \$40.00 Application Fee (per student) upon submission of application.

\*Once you receive an email stating your application was accepted, you will be able to access ParentsWeb on Renweb with your login and password that you made for the application process

## **To create a ParentsWeb Login:**

- Please go to [www.renweb.com](http://www.renweb.com)
- Select **Login** from the menu bar Login screen opens, please select **Create New ParentsWeb Account**
- Enter **SB-MI** 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 **Save Username and/or Password** button
- Close window
- Login into ParentsWeb