

INSTRUCTIONS FOR COMPLETING ONLINE REGISTRATION VIA YOUR PARENTSWEB ACCOUNT:

Go to www.renweb.com

Click the Logins button at the top-right, and choose ParentsWeb Login from the drop-down menu.

Log in with district code **CTK-KY** and your username and password. If you have forgotten your username or password, click on the forgot-password link provided.

After logging in, click on the Web Forms button in the left menu.

Click on the **CKS 2017-18 Registration Form** link, and submit/save the registration form once you've filled out the required fields. *The registration form will re-display with the message "Data Saved" at the top, indicating that your submission was successful.*

You will receive a re-enrollment acknowledgement e-mail within 24 to 48 hours after you submit the online re-enrollment.

INSTRUCTIONS FOR COMPLETING ONLINE REGISTRATION VIA RENWEB HOME APP:

Log into the RenWeb Home app

Click on the **School** button

Choose **Web Forms**

Click on **CKS 2017-18 Registration Form**, and submit/save the registration form once you've filled out the required fields. *The registration form will re-display with the message "Data Saved" at the top, indicating that your submission was successful.*

You will receive a re-enrollment acknowledgement e-mail within 24 to 48 hours after you submit the online re-enrollment.

INSTRUCTIONS FOR CREATING A PARENTSWEB LOGIN IF YOU DO NOT HAVE A PARENTSWEB ACCOUNT:

Go to www.renweb.com

Click the Logins button at the top-right, and choose ParentsWeb Login from the drop-down menu.

On the ParentsWeb Login screen, select Create New ParentsWeb Account.

Enter CTK-KY 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 only six (6) hours.

Click on that link, and 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.

To complete online re-enrollment, log into ParentsWeb and go to Web Forms as instructed above.