

To complete our online Re-Enrollment process, you will need online access. If you do not have online access, we have computers at the school and staff who are able to assist you with this process.

To access FACTS/Renweb:

- 1) Please go to www.factsmgt.com
- 2) Select **Parent Login** button at the top to the right and click on **FACTS Family Portal**.
- 3) Our district code is **CHL-NM**
- 4) Type in your username and password. If you have forgotten your username or password, please click on the "Forgot User Name/Password?" link provided.
- 5) After logging in, click on the **Family** tab in the left menu for the drop down.
- 6) Click on **Reenrollment**.
- 7) At the top center of the page there is a hyper-link "Click here to open Enrollment", click on it. This will take you to the enrollment website.
- 8) Each returning student will populate. You must complete the enrollment for each student attending (if you have a new student, you must first complete the application process). The online process should take approximately 15-20 minutes to complete. Information typed in automatically saves if you need to stop and come back later.

Once you have completed the Re-Enrollment process, you are welcome to complete the Financial Aid portion of the process as follows:

- Go back to the Parent Portal
- Click on **Family**, then click on **Tuition Plan Sign Up**.
- From here you will locate the **FACTS Grant & Aid** box, select **Application**.
- Enter all your current information and once complete, click on **submit**.
- Taxes from the prior year are required. If you have not filed yet you can still apply for aid and upload your taxes once they are complete.
- Financial Aid is processed on a first come, first serve basis. You will receive communication requesting a meeting to review your application. Once this meeting is complete, you will get an email confirming or denying your application.

If you have any questions or concerns about the process, please the office at (505) 884-3876 extension 100.

In Christ,

Lisa Hatchell & Cresta Combs
CLS Secretaries