

Step 1: Create A Parent Portal*

1. Go to www.starkvilleacademy.org and click on the 3-petal icon in the top right corner (the icon just to the left of the magnifying glass search icon).
2. Click on "Create New Family Portal Account" (next to the orange Log In button).
3. Enter the email address you provided to the school. If you need to verify your email, contact Mrs. Prosser or Mrs. Prestridge in either school office.
4. Follow the directions to create an account.

***If you have an account from last year, it is still active. Login with District Code: "stk-ms" and your username and password. Make sure the button next to "Parent" is highlighted.**

Step 2: Re-Enroll Each Child Via Parent Portal

1. Once you are logged into the FACTS/RenWeb Family Portal page, choose the "Apply/Enroll" option in the menu column on the left, and then click on the "Enrollment/Reenrollment" button.
2. Select the link that says "Click here to open Enrollment".
3. Our Online Enrollment system will open with a link to the enrollment packet for each child in your family, and you must complete a packet for each child. The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

NOTES:

- Priority Registration runs from 8:00 AM on Tuesday, Feb. 4, through 3:00 PM on Tuesday, Feb. 11. The Registration Fee per family is \$220 during this time and \$420 after 3:00 PM on Feb. 11.
- You have the option to pay the Registration Fee by either authorizing Starkville Academy to make a one-time bank draft during the re-enrollment process or by paying in person by cash, check, or credit card.
- Before final submission of your re-enrollment packet(s), you have the option to download and print your information by selecting to view the PDF file on the last page.
- **Should anyone need help or access to a computer, we are going to allow parents to come to the Media Center at school this Thursday and Friday, Feb. 6-7, from 12:00-1:00 PM and from 2:30-3:15 PM for assistance.**