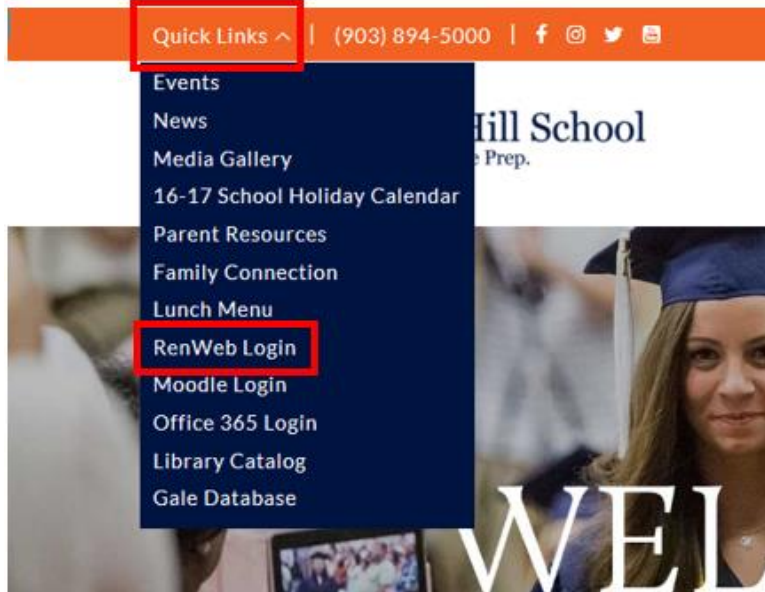


How to Complete Online Enrollment

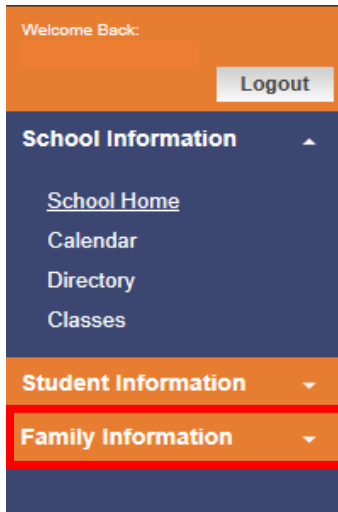
1) Login to ParentsWeb from brookhill.org



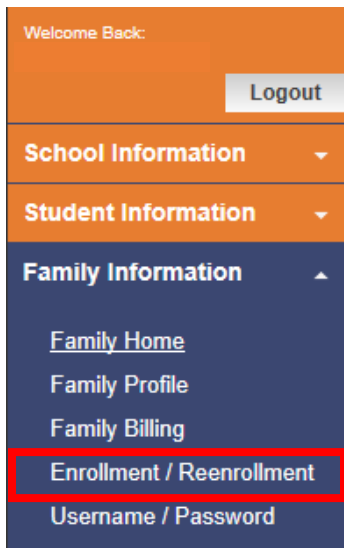
2) Enter Username and Password

A screenshot of the ParentsWeb login page. At the top left is the logo for The Brook Hill School, featuring a stylized building icon and the text 'The Brook Hill School'. Below the logo is a white login form with the following fields: 'District Code:' with 'TBHS-TX' entered; 'Username:' with a blank field; and 'Password:' with a blank field. Below the password field is a link for 'Forgot Username / Password?'. There are three radio buttons for user roles: 'Parent' (selected), 'Student', and 'Staff'. At the bottom of the form are 'Login' and 'Create New ParentsWeb Account' buttons. Below the form is a section for the 'RenWeb Home App' with 'Download on the App Store' and 'GET IT ON Google play' buttons. At the very bottom, there is a link to 'Learn More' about the app and a small 'Powered by Re' logo.

3) Click Family Information



4) Click Enrollment/Reenrollment



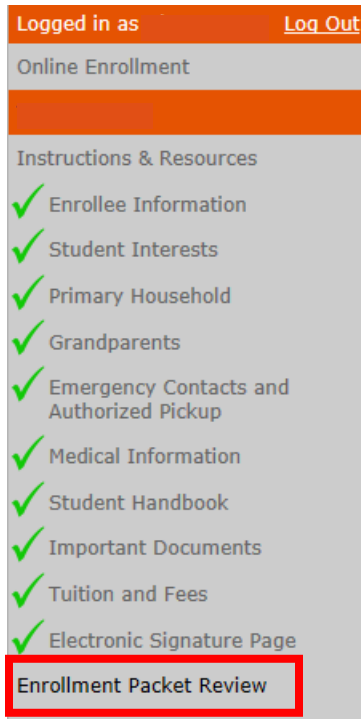
5) Click Start Enrollment Packet

Online Enrollment		
School Year: 2016-2017		
Student	For Grade	Enrollment Packet Status
	11	Start Enrollment Packet Will Not Enroll

6) Complete each form within the packet

Logged in as	Log Out
Online Enrollment	
Instructions & Resources	
Enrollee Information	
Student Interests	
Primary Household	
Grandparents	
Emergency Contacts and Authorized Pickup	
Medical Information	
Student Handbook	
Important Documents	
Tuition and Fees	
Electronic Signature Page	
Enrollment Packet Review	

7) Once each form is completed, click Enrollment Packet Review



8) At the bottom of the page, click “Complete Review and Submit Enrollment Packet”

9) On the following page, click “Submit Enrollment Packet and Make Payment”