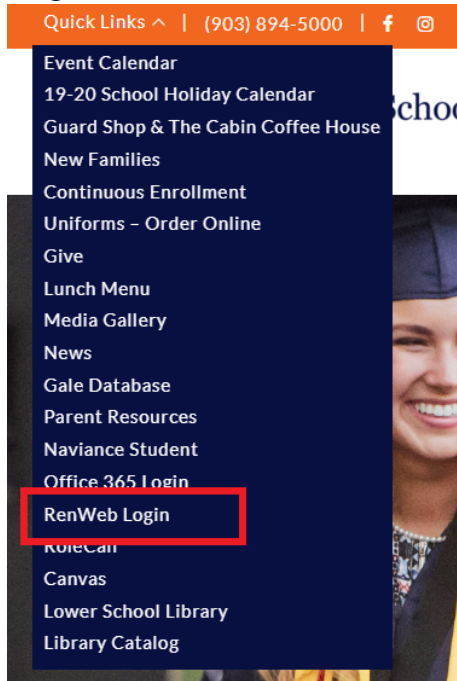


How to Complete Online Enrollment for Boarding Students

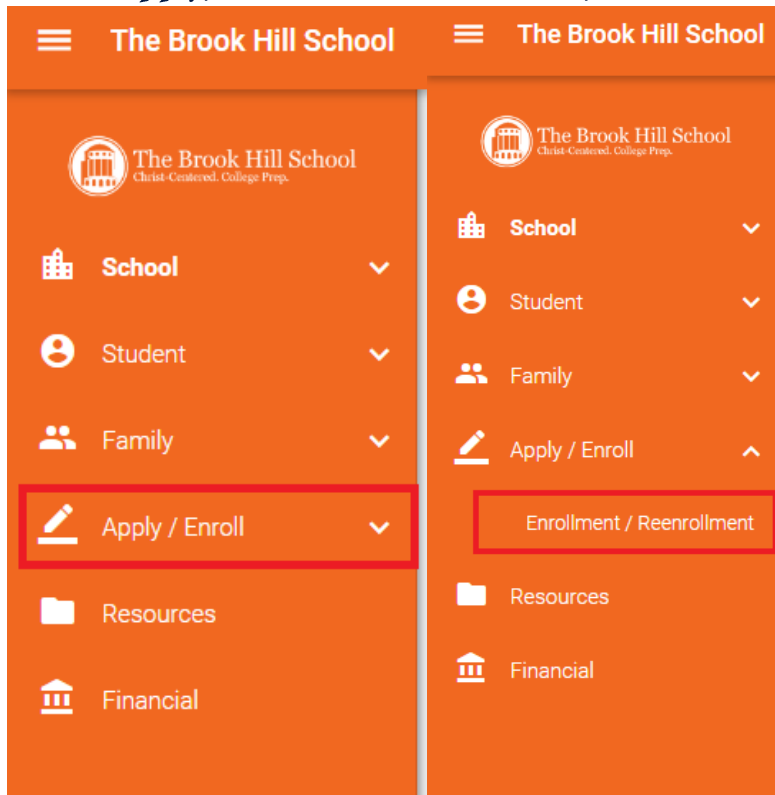
I. Login into ParentsWeb from brookhill.org



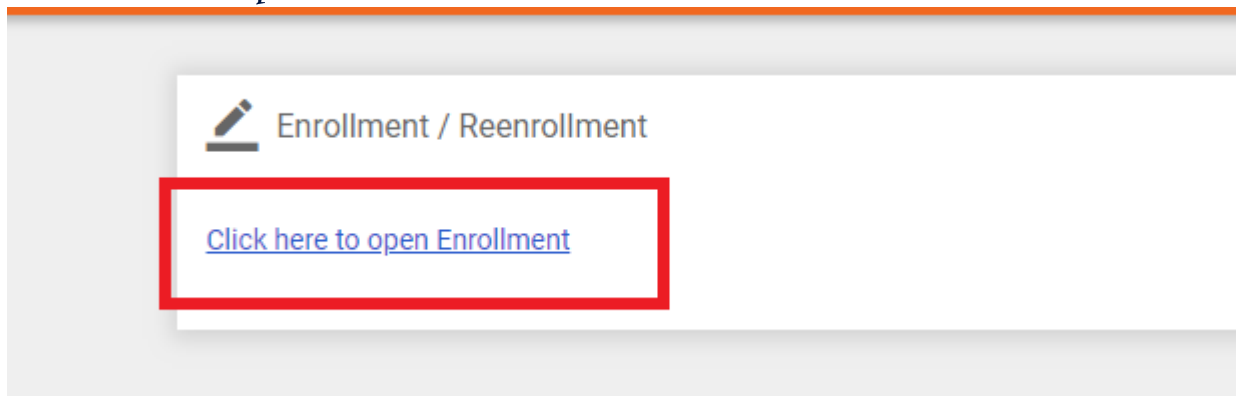
2. Enter Username and Password (or click Create New ParentsWeb Account for new families)

A screenshot of the ParentsWeb login form. The form is white with a grey background. At the top left is a user icon and the text 'Log In'. At the top right is a language dropdown menu set to 'English'. Below this are three input fields: 'District Code:' with 'TBHS-TX' entered, 'Username:', and 'Password:'. A blue link 'Forgot Username / Password?' is below the password field. There are three radio buttons for user roles: 'Parent' (selected), 'Student', and 'Staff'. A dark blue 'LOG IN' button is to the left of a blue link 'Create New Family Portal Account'. At the bottom, it says 'Powered by FACTS Student Information System | Privacy Policy'.

3. Under Apply/Enroll click Enrollment/ReEnrollment



4. Click Here to Open Enrollment



5. Click Start Enrollment Packet

Enrollment

Welcome . You are currently logged in.

School Year: 2020-2021

Student	For Grade	Packet Status
		Start Enrollment Packet Will Not Enroll

6. Once each form is completed, click Enrollment Packet Review

- IDENT INFORMATION
- PRIMARY HOUSEHOLD
- GRANDPARENTS
- EMERGENCY CONTACTS AND AUTHORIZED PICKUP
- MEDICAL INFORMATION
- STUDENT ACCEPTABLE USE POLICY
- INFORMATIONAL DOCUMENTS
- ELECTRONIC SIGNATURE PAGE
- ENROLLMENT PACKET REVIEW**

7. At the bottom of the page, click Complete Review and **Submit** Enrollment Packet