

The month of February is the period reserved for current NCA families to enroll your children for next year.

On March 1st, enrollment is offered to the outside community.

To complete our online re-enrollment process, you will access our ParentsWeb through your existing login.

To access FACTS Family Portal:

- Please go to [factsmgt.com](http://factsmgt.com)
- Select **Logins** from the menu bar and FACTS Family Portal **Login** from the drop-down menu.
- District Code is NC-TX
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on the **Family Information** button in the left menu.
- Click on the **Enrollment/Reenrollment** button.

If you have any questions about the process, please contact the school office at 817-736-3113.

If you do not have a login, please follow the [Instructions for Creating a FACTS Family Portal Login](#) listed below.

## Instructions for Creating a ParentsWeb Login

- Please go to [factsmgt.com](https://factsmgt.com)
- Select **Logins** from the menu bar and FACTS Family Portal **Login** from the drop-down menu.
- After the RenWeb ParentsWeb Login screen opens, please select **Create New FACTS Family Portal Account**.
- Enter **NC-TX** 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 6 hours.
- Please click on the link. 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.
- Log into FACTS Family Portal as instructed above.