

## 2023-24 ONLINE RE-ENROLLMENT INSTRUCTIONS

1. Go to <https://mvcs-nv.client.renweb.com/pwr>
2. District Code: MVCS-NV. Fill in your username and password. If you are having trouble logging in to your account please send an email to [leromero@mvcs.net](mailto:leromero@mvcs.net) or call the school office at (702)-382-8610
3. It will then redirect you to your Family Portal account
4. On the left-hand side, select "APPLY/ ENROLL" then "ENROLLMENT/RE ENROLLMENT"
5. "CLICK HERE TO OPEN ONLINE ENROLLMENT"
6. This will redirect you to another page showing your student(s). Next to your student's name select "START ENROLLMENT PACKET"  
\*Once you start your enrollment packet, it WILL save your progress if you decide to go back and submit it at a later time.

Please read and complete all forms and sections in its entirety as we have added new questions for the 2023-24 MVCS school year as well as a custody information section.

7. Please follow the instructions once the packet is open, if you get a circle with a yellow exclamation mark it means there is a required question on that form that must be answered to proceed. If you have completed each section and filled in all the required information you will see a green check mark next to each section.

\*Before submitting your enrollment packet, the site will redirect you to FACTS Billing to set up a 2023-24 tuition payment plan. We encourage all families to pay tuition through FACTS if you are not already doing so. It is very important to pay the registration fee for each student at the time of your online re-enrollment so that it guarantees your child(ren) a spot for 2023-24.

*\*Remember we will be opening up to the Las Vegas Community on February 1, 2023 and some of these spots will fill up quickly.*

You should receive an email once your packet was successfully submitted.

\*If you are already set up on a FACTS Tuition payment plan for the 2022-23 school year, it will ask you to choose a plan again for the 2023-24 school year and/or you may at that time choose a different plan for the following school year if desired. Then you will need to scroll down to make sure your billing information is correct before submitting.

\*\*If you are NOT set up on a FACTS Tuition payment plan for the 2022-23 school year, you will need to choose a plan and then enter your billing information before submitting.

FACTS will need your credit/debit (processing fee if 2.95% and is charged per transaction) or ACH (free of charge by entering routing and bank account number) account info to be set up on a tuition plan. It will NOT charge you tuition fees at the time of submitting the information, this is just for future payments.

If you have questions regarding the FACTS Tuition Plans, Registration, 2023-24 MVCS Grants and/or Opportunity Scholarships that are not addressed already below please email Lorena Romero at [leromero@mvcs.net](mailto:leromero@mvcs.net).