



# NAPLES CHRISTIAN ACADEMY

RENWEB INSTRUCTIONS  
2025-2026

Dear Naples Christian Academy parents,

We are thrilled to have your family join our school community, and we look forward to partnering with you to provide an exceptional educational experience. To finalize enrollment, we kindly ask that you complete our online enrollment process along with your \$400 enrollment fee. You have 7 days to complete the enrollment to secure your student's spot. Please take a moment to follow the steps below:

To complete the enrollment process, please follow the steps below:

## Step 1: Create a Family Portal Account

- Please go to [FACTS Family Portal](#)
- Select **Create New Family Portal Account**
- Enter your email address as provided in your application to the school.
- Click **Create Account**
- You will receive an email from FACTS Customer Support containing a link that will allow you to create your username and password. For security purposes this link will remain active for 6 hours.

## Step 2: Access Family Portal

- Please go to [FACTS Family Portal](#)
- Type in your username and password. If you have forgotten your username or password, please click on the link provided
- Go to left-side Navigation Menu
- Click on **Apply/Enroll**
- Click on **Enrollment/Reenrollment**

Our Enrollment system will open with a link to the enrollment packet for the student. The process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

If you have any questions about the process, feel free to contact me at 239-455-1080 or email me at [klefeker@ncanaples.com](mailto:klefeker@ncanaples.com).

Sincerely,  
Emily Klefeker