



To Complete the registration process, you will first need to register into our FACTS Family Portal by following the Instructions below.

- After the FACTS Family Portal Login screen opens, please select Create New Account.
- 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 FACTS 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.

To access your Enrollment Packet please follow the next steps:

- Please go to <https://SBP-NJ.client.renweb.com/pwr>
- Enter your username and password.
- After logging in, click on the Family Information button in the left menu.
- Click on the Enrollment/Reenrollment button.

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

For your convenience, you may consult our instructional videos found on this following link

<https://www.sbp.org/admissions/facts-family-portal>

If you have questions anywhere along the process, please contact Danielle Assadourian via email at dassadourian@sbp.org or call at 973-792-5764.