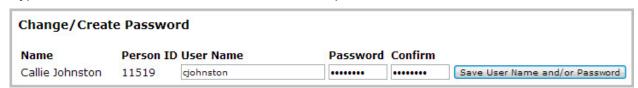
Accessing FACTS Family Portal

FACTS School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

FACTS Family Portal is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's grades, attendance, homework and conduct *(edit to match your Family Portal configuration)*, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here's how to access our easy-to-use FACTS Family Portal:

- Make sure that the school has your email address in FACTS.
- In Chrome, Firefox, or Safari, go to www.factsmgt.com and click Parent Login and then FACTS Family Portal (ParentsWeb).
- Type the school's District Code HC-IA
- Click Create New Family Portal Account.
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your Family Portal login. The link is active for 6 hours.
- Select the Click to Create your Family Portal login link.
- A web browser displays your Name and Family Portal Person ID.
- Type a User Name, Password, and Confirm the password.



Click Save User Name and/or Password.

A message displays at the top of the browser, "User Name/Password successfully updated."



- You may now log in to FACTS Family Portal using your new User Name and Password.
- Family Portal allows you to access:
 - Student attendance and daily grades
 - Progress reports, reports cards and transcripts

- Lunch menus/order forms
- o Family/staff directory
- o Update your family contact info/emergency contact info
- o FACTS/tuition info