

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.

Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>
<input type="button" value="Save User Name and/or Password"/>				

- Click **Save User Name and/or Password**.
A message displays at the top of the browser, "**User Name/Password successfully updated.**"

User Name/Password successfully updated.				
Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password"/>
<input type="button" value="Save User Name and/or Password"/>				

- 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
- Family/staff directory
- Update your family contact info/emergency contact info
- FACTS/tuition info