Once logged into FACTS please Select Families from the Main menu



Select Family from List

| 😑 People Manageme | ent |
|----------------------|--------|
| Family | |
| School Enroll | |
| Q Doe | |
| Doe, James and Jane | Salact |
| Doe, Jane and Robert | Family |

Select Parent to Update

| | DASHBOARD RELA | TIONSHIPS | FAMILY USER DEFINED | NOTES | FINANCE |
|--------|---------------------------------|-----------|-------------------------------------|-------|----------------|
| | Doe, Jane and Robert | | | | |
| Select | Family Individuals | †↓ ⊝ | Family Name Doe, Jane and Robert | | |
| Parent | Robert Doe Add New Add Exist | (ing | Family General | \$ | Family Options |

Select Parent Contact

| | Parent Contact | Select Parent Contact |
|----|---|--------------------------|
| to | 555-456-7854 Email | 555-456-7854 |
| | Employment | Service Hours |

Update information and Select Save to Save Changes

| | BASIC | CONTACT | BIRTH | NOTE | |
|----------------|----------|---------------------|-------------------------|-------------|-------------|
| ontact | | | | | |
| Address | | | | | |
| 123 Elm Street | | | Link Unlink Mail Labels | | |
| Address Line 2 | | | | | |
| City | State | State | | Postal Code | Update |
| Brooklyn | NY | | | 11206 | information |
| Country | | | | | |
| Home Phone | Email #1 | | | | |
| 555-456-7854 | robert | robertdoe@email.com | | | |
| Cell Phone | | | | | |
| 555-456-7854 | Email | Email #2 | | | |
| | | | | | |
| Work Phone | Extens | sion | | Fax | |
| | | | | | E |