Edit Term Date in FACTS SIS
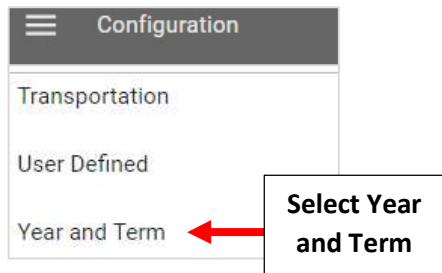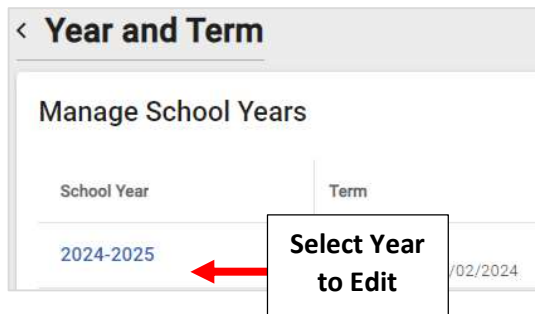
Once logged into FACTS please select System > Configuration from the Left Side Menu

Select System > Configuration

Select Year and Term

Select Year and Term

Select Year to Edit

Select Year to Edit

Select the School Year to Edit and Click on Field(s) to Make Changes. Once Changes have are Complete, Select Save to Save your Changes

1. Select Year to Edit

2. Click on Field to Make Changes

3. Select Save to Save your Changes

Click on Field to Make Changes