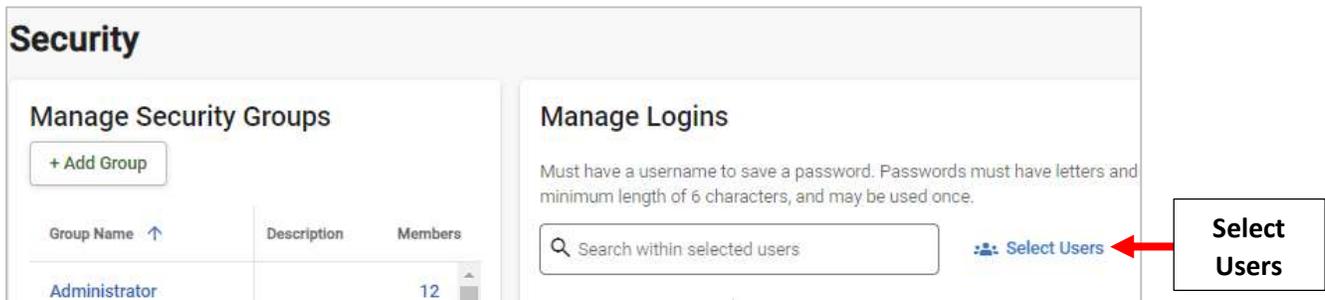# Create a Parent Account in FACTS SIS
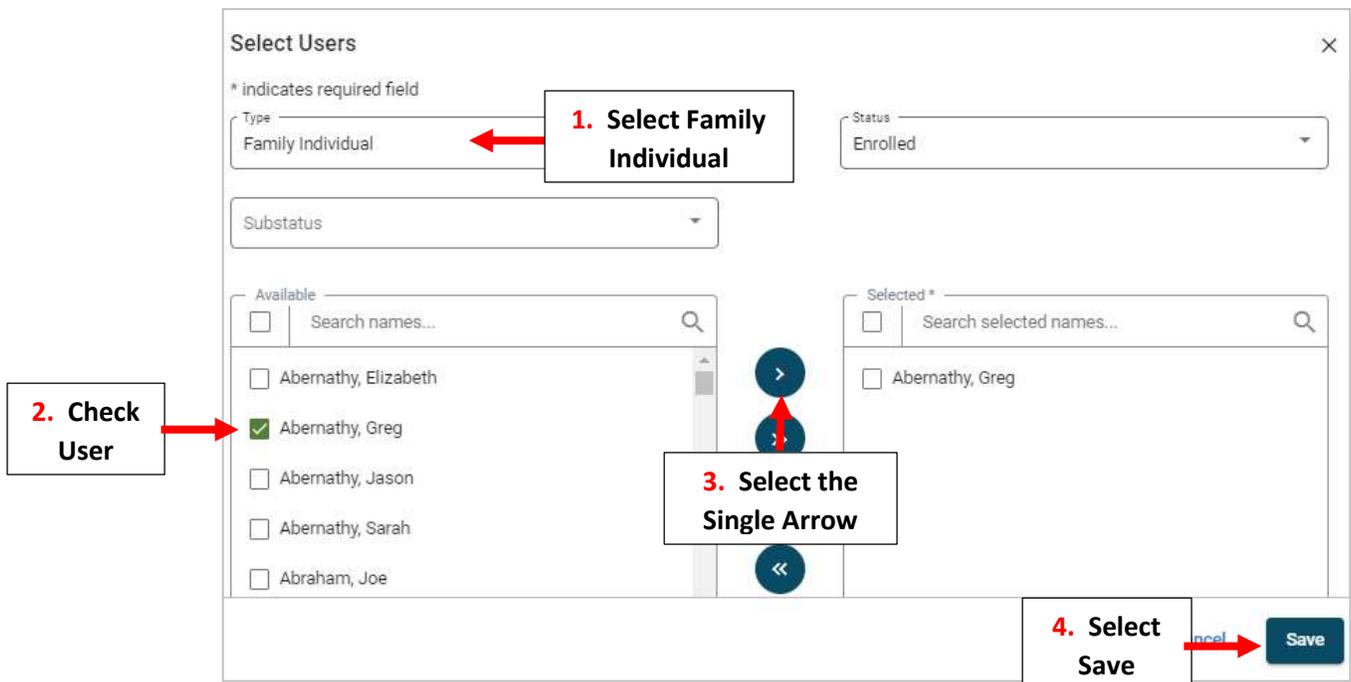
Once logged into FACTS please Select Security

Select Security

Select Users under "Manage Logins"

Select Users

Select Family Individual under "Type" Dropdown and Check User to Create Account for. Select the Single Arrow to move to Selected Column and Click Save

1. Select Family Individual

2. Check User

3. Select the Single Arrow

4. Select Save

Enter Username and Password *You will need to Re-enter Password to Confirm. Checkmark will note Login has been Saved

Manage Logins   ⚙ Settings

Must have a username to save a password. Passwords must have letters and numbers, a minimum length of 6 characters, and may be used once.

🔍 Search within selected users

2. Enter Password

Name	Username	New Password	Confirm Password	Status	Clear	Saved
Abernathy, Greg	Greg_Abernathy	••••••••	••••••••		✕	✓

1. Enter Username

3. Confirm Password

4. Login Saved