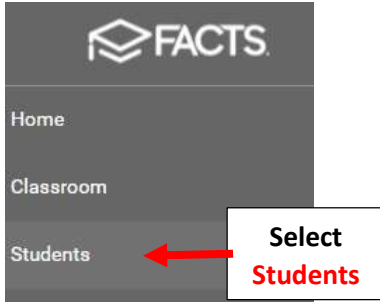


Updating Family Options in FACTS SIS

Family relationships distinguish which family individuals are legal custodians of students and which individuals should receive correspondence, grade-related reports, and have access in Family Portal

Once logged into FACTS please select **Students** from the Left Side Menu



Click on the Family Name

A screenshot of the FACTS SIS student profile page. The page is divided into several sections. At the top left is a student photo of a young boy in a red shirt. To the right of the photo is a 'Student Contact' section with a home icon, a phone icon, and an email icon, followed by the address '123 Park Lane, Brooklyn, NY, 1', 'Home Phone', and 'john.doe@nelnet.net'. Below this is a 'School Information' section with a school icon and the text 'Current Enrolled - 02' and 'Next Enrolled - 03'. To the right of the photo and contact info is an 'Attendance - Year' section with a table showing 'Year to Date' attendance: Present (0), Tardy (0), and Absent (0). At the bottom left is a 'Family Portal' section with a menu icon, the text 'Family Portal', and links for 'Password' and 'Family Portal'. Below that is a 'Family +' section with a plus sign and a list of family members: 'Abraham, Joe and Maryanne', 'Jacob Doe', and 'Maryanne Abraham'. A red arrow points from a white callout box containing the text 'Click on the Family Name' to the first family member name.

Attendance - Year	
Year to Date	
Present	0
Tardy	0
Absent	0

Select the Family Options Tile

The screenshot shows a software interface with a top navigation bar containing 'RELATIONSHIPS', 'FAMILY USER DEFINED', 'NOTES', and 'FINANCE'. Below this, there is a 'Family Name' field with the value 'Fares, Fatima'. To the left of the main content area, there is a sidebar with a search icon and a 'Id Existing' label. The main content area is divided into two sections: 'Family General' and 'Family Options'. The 'Family General' section displays 'ID 605' and 'UDID'. The 'Family Options' section contains three checkboxes: 'Accounting' (checked), 'Web Enabled' (unchecked), and 'Unlisted Directory' (unchecked). A red arrow points from a text box to the 'Family Options' tile.

Click on the Family Options Tile

Place a Checkmark by **Accounting** and **Web Enabled**. Select **Save and Close** to **Save** your Changes

The screenshot shows a dialog box titled 'Options'. It contains three checkboxes with descriptive text: 'Accounting' (checked), 'Web Enabled' (checked), and 'Unlisted Directory' (unchecked). A text box on the left points to the 'Accounting' and 'Web Enabled' checkboxes. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Save and Close'. A text box on the right points to the 'Save and Close' button.

Check Accounting and Web Enabled

Select **Save and Close** to **Save** your Changes