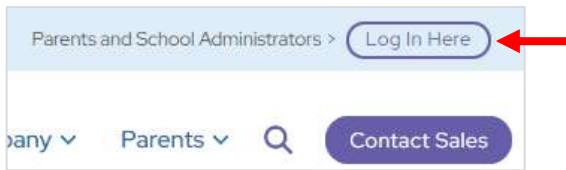
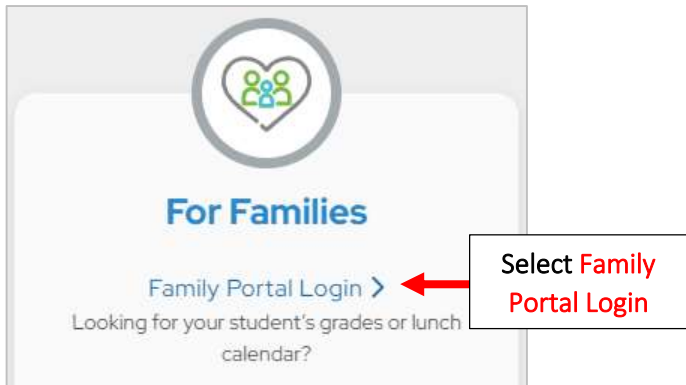


# Creating a Parent Account in FACTS SIS

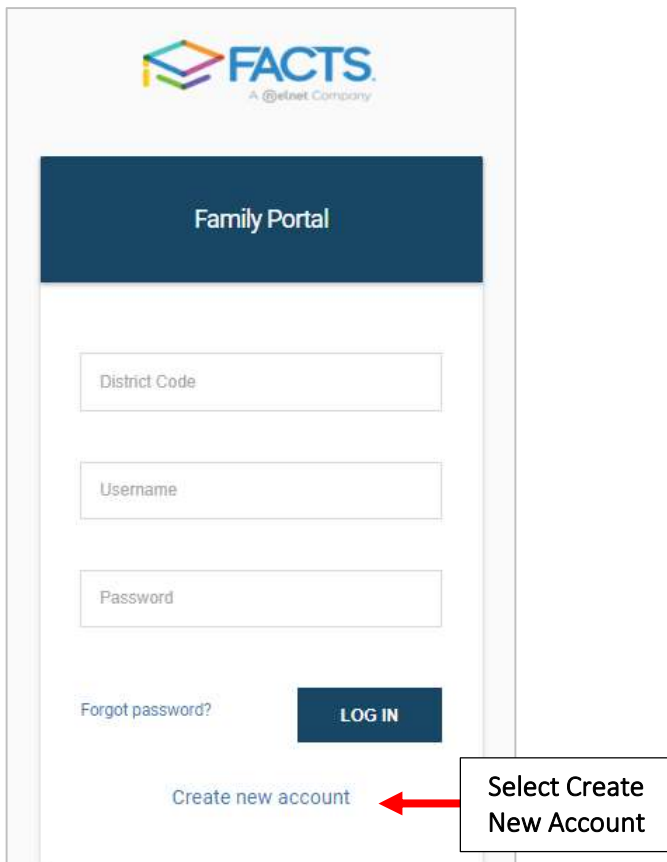
In an Internet browser window, navigate to <https://factsmgt.com>. Select "Log In Here"



Select **Family Portal Login**



Select Create New Account



Enter your **School's District Code** and the **Email address** on file with your school. Select **Create Account**

The screenshot shows a form titled "Create Family Portal Account". It has two input fields: "District Code" and "Email Address". Below the "Email Address" field is a note: "This allows a user to create a username and password if their email is tied to a person in FACTS SIS". At the bottom left is a link "Back to log in" and at the bottom center is a blue button labeled "CREATE ACCOUNT".

Callouts with red arrows point to the form elements:

- A box labeled "Enter School's District Code" points to the "District Code" field.
- A box labeled "Enter your Email address" points to the "Email Address" field.
- A box labeled "Select Create Account" points to the "CREATE ACCOUNT" button.

An email will be sent to email address entered that includes a link to create your Family Portal login. **\*\*Please Note: The link is only active for 6 hours\*\***

The screenshot shows the "Family Portal Login" page. It features the FACTS logo (A @netnet COMPANY) at the top. Below the logo are two input fields: "District Code:" with the value "\*\*District Code Provided by School\*\*" and "Email:" with the value "janedoe@email.com". At the bottom are two buttons: "Create Account" and "Back to Login".

An email has been sent to [janedoe@email.com](mailto:janedoe@email.com). Please check the email and click link provided to gain access to page where you can create your name and password. For security purpose that link will only be active for 6 hours

← An email will then be sent to email address entered

Create Account Back to Login

When email is received **"Click to create your Family Portal Login"**

The screenshot shows an email titled "Create New FACTS Family Portal Account". The sender is "email@renweb.com on behalf of FACTS Technical Support <autoemail@renweb.com>". The recipient is "marieaubach@yahoo.com". The body of the email says: "This email is in response to your request to create an account for FACTS Family Portal. Please click the link below to create your username and password. The link below will remain active for 6 hours. If you did not make this request please contact your FACTS school administrator." Below this is a line: "Once you click the link below, you will have 6 hours to create your login credentials." A blue link "Click to create your Family Portal login" is provided. At the bottom is the signature "FACTS Technical Support Team".

Callout with red arrow:

- A box labeled "Click Link to Create Account" points to the "Click to create your Family Portal login" link.

Enter a Username and Password. Click **“Save Username and/or Password”**

The screenshot shows a form titled "Change/Create Password" with the following fields: Name (Jane Doe), Person ID (1202587), Username (janedoe), Password (masked with dots), and Confirm (masked with dots). A "Save Username and/or Password" button is located to the right of the Confirm field. A red box with the text "Enter Username and Password" has two red arrows pointing to the Username and Password input fields. Another red box with the text "Click Save Username and/or Password" has a red arrow pointing to the Save button.

You will receive Confirmation when Successfully Created

The screenshot shows the same "Change/Create Password" form, but with a green message at the top left: "Username/Password successfully updated." A red box with the text "Confirmation when Successfully Created" has a red arrow pointing to the green message. The form fields are now: Name (Jane Doe), Person ID (1202587), Username (marielaubach), Password (masked with dots), and Confirm (empty). The "Save Username and/or Password" button is still present.

Return to <https://factsmgmt.com>, select Parent Log in. Enter your School’s District Code, Username and Password to log into FACTS SIS

The screenshot shows the "Family Portal Login" page for FACTS, a netnet company. It features the FACTS logo at the top. Below the logo, the text "Family Portal Login" is displayed. The form includes a "District Code:" field with a placeholder "\*\*District Code Provided by School\*\*", a "User Name:" field with "janedoe" entered, and a "Password (case-sensitive):" field with "\*\*\*\*\*" entered. There is a link for "Forgot User Name/Password?". Below the form are three radio buttons for "Parent", "Student", and "Staff", with "Parent" selected. A "Login" button is at the bottom. A red box on the left with the text "Enter your School’s District Code, Username and Password" has a red arrow pointing to the User Name field.

FACTS Family Portal is a private and secure parents’ portal that allows you to view academic information specific to your children, while protecting their information from others.

You may view your child’s grades, attendance, homework, and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary