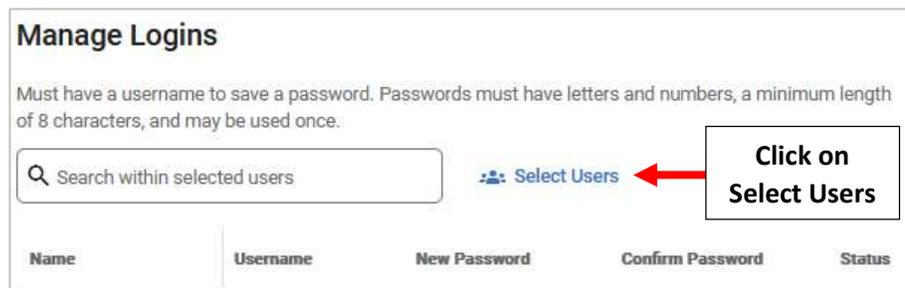


Create Username & Password for Staff Member in FACTS SIS

Once logged into FACTS please select **Security > Login Management**



Under Manage Logins, Click on **Select Users**



Select **Staff** from Type Dropdown and Place **Checkmark** by Staff Name. Select **Single Arrow** to move Name from Available to Selected and Select **Save**



Enter **Username** and **Password** and Select Enter. **Green Checkmark** ✓ will Display when **Saved**

Manage Logins ⚙️ Settings

Must have a username to save a password. Passwords must have letters and numbers, a minimum length of 8 characters, and may be used once.

[Select Users](#)

Name	Username	New Password	Confirm Password	Status	Clear	Saved
Doe, John	<input type="text" value="JohnDoe"/>	<input type="password" value="....."/>	<input type="password" value="....."/>		<input type="button" value="X"/>	<input checked="" type="checkbox"/>

↑
1. Enter Username

↑ ↑
2. Enter Password

↑
3. Green Checkmark will Display when Saved