

# Add a Parent to Student's Profile in FACTS SIS

Select **"Add Family"** on Students Dashboard

**Jack Doe**

**Contact**  
Address: 123 Main, Bro  
Home: 555-555-5555  
Email: —

**School Information**  
Current: Enrolled - PK3  
Next: Enrolled - PK4

**Family Portal**  
Password    Family Portal

**Family**    **+ Add Family**

**Select Add Family**

**Family**

No families have been added.

**Select New Family**    **+ New Family**    **+ Existing Family**

**Family**

\* indicates required field

Family Name\*  
Doe, Jennifer

**Options**  
☒ Family Portal enabled    ☒ Accounting    ☐ Block from directory

**Associated Students \***  
Each student must be assigned to at least one family

☒ Doe Jack

**1. Enter Family Name**    **2. Check Family Portal Enabled and Accounting**    **3. Verify Student is Check**

**+ New Family**    **+ Existing Family**

## Select Parent Relationship and Enter 1<sup>st</sup> Parents Information (i.e. Name, Gender, Phone)

**Family Individual**  
\* indicates required field

**New Individual 1**

1. Select Parent Relationship → Default Relationship: Mother

2. Enter Parent's Name → First Name\*: Jennifer, Middle Name, Last Name\*: Doe

3. Select Gender → Gender: Female

☐ Financial responsibility  
Financially responsible individuals require an address and an email

Address  
[+ Add New Address](#) **\*\*Please Note: Home Phone is Required for Parents\*\***

Contact  
Home Phone: 555-123-4567, Cell Phone, Work Phone  
Email #1: Email@email.com, Email #2

4. Enter Parent's Home & Cell Phone and Email →

## Enter 2<sup>nd</sup> Parents Information or Select Delete to Remove

1. Enter 2<sup>nd</sup> Parents Information →

2. If no 2<sup>nd</sup> Parent Select **Delete** to Remove →

**New Individual 2**

Default Relationship, Salutation, First Name\*, Middle Name, Last Name\*, Suffix

[+ New Individual](#) [+ Existing Individual](#)

Cancel [Finish](#) [Next](#)

## Select **Finish** and **Save** to **Save** your Changes

Finish Adding New Family? X

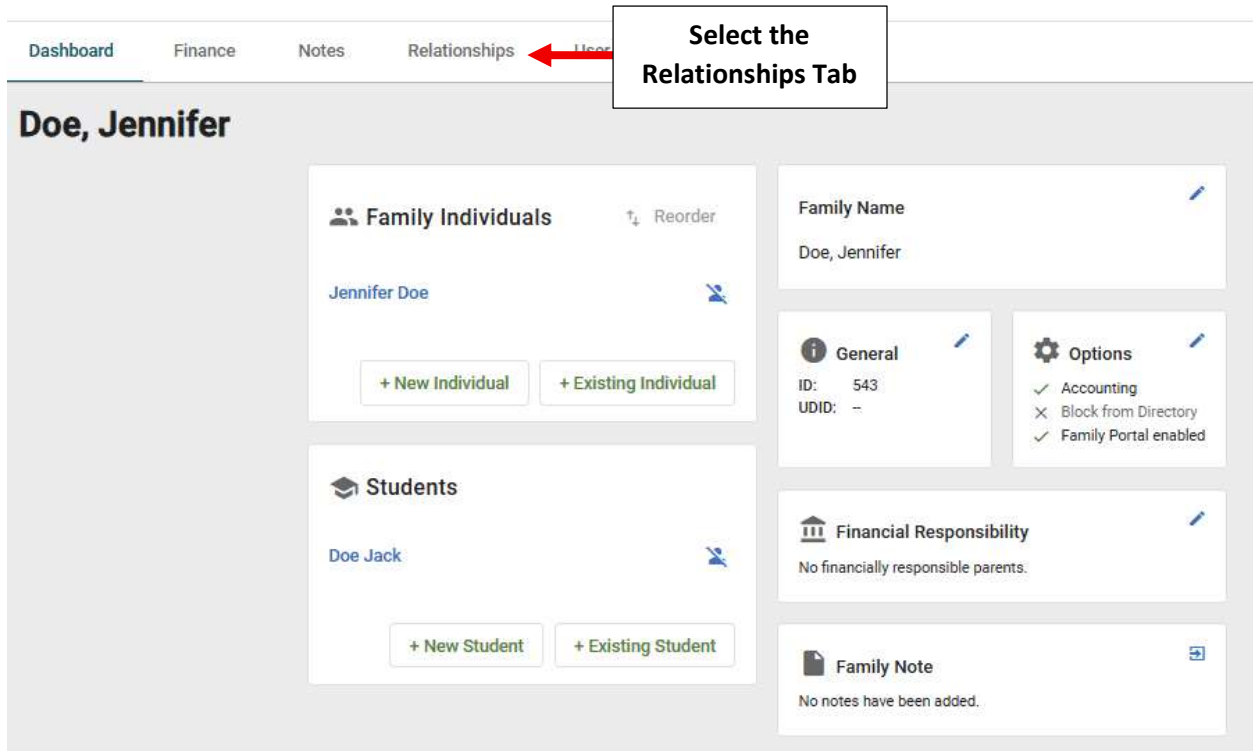
[Stay on Page](#) [Finish and Save](#)

Select Finish and Save →

You will now need to Update Family Permissions. Select Family Name from Student Dashboard



Select the Relationships Tab



Select Relationship for each individual. Select options to identify the relationship each individual has to each student. Select **Save** to **Save** your Changes



Lastly, Assign Financial Responsibility. Select the **Edit Icon** on the Financial Responsibility Tab

The screenshot shows a user profile for 'Doe, Jennifer'. The page has a top navigation bar with 'Dashboard', 'Finance', 'Notes', 'Relationships', and 'User Defined'. The profile is divided into several sections: 'Family Individuals' (containing 'Jennifer Doe' and buttons for '+ New Individual' and '+ Existing Individual'), 'Students' (containing 'Doe Jack' and buttons for '+ New Student' and '+ Existing Student'), 'Family Name' (containing 'Doe, Jennifer'), 'General' (containing 'ID: 543' and 'UDID: --'), 'Options' (containing checkboxes for 'Accounting', 'Block from Directory', and 'Family Portal enabled'), 'Financial Responsibility' (containing 'No financially responsible parents.' and an edit icon), and 'Family Note' (containing 'No notes have been added.'). A red arrow points from a text box 'Select the Edit Icon' to the edit icon in the 'Financial Responsibility' section.

Select Financial Responsible Parent and Select **Save** to **Save** Changes

The screenshot shows a dialog box titled 'Edit Financial Responsibility'. It contains a list of family members with checkboxes. 'Jennifer Doe' is selected, indicated by a checkmark. At the bottom of the dialog are 'Cancel' and 'Save' buttons. A red arrow points from a text box '1. Select Financial Responsible Parent' to the checkbox next to 'Jennifer Doe'. Another red arrow points from a text box '2. Select Save to Save Changes' to the 'Save' button.