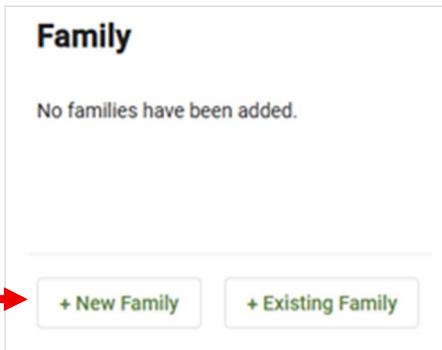
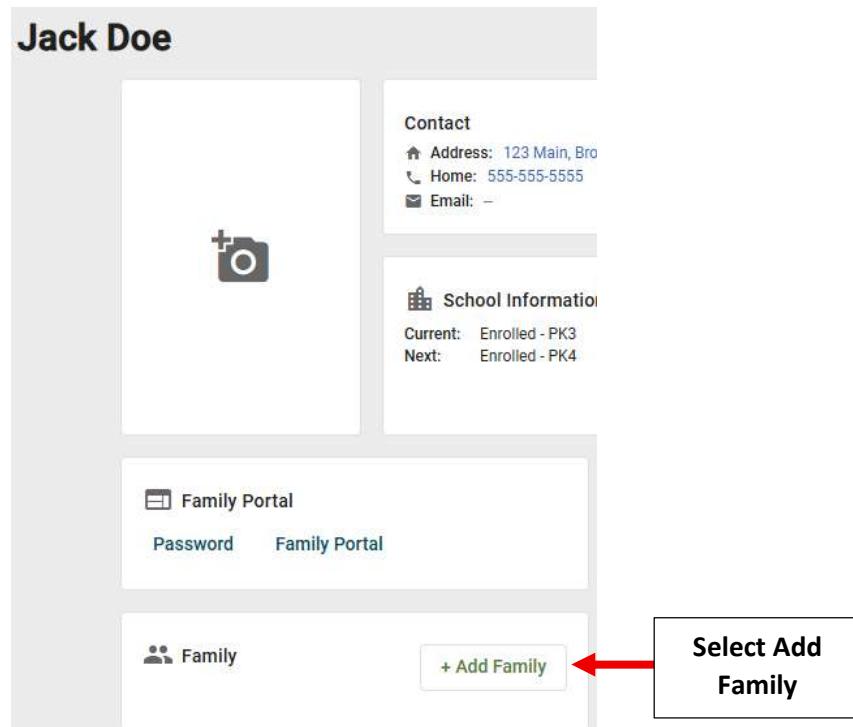


Add a Parent to Student's Profile in FACTS SIS

Select “Add Family” on Students Dashboard



1. Enter Family Name (highlighted with a red box and arrow) points to the 'Family Name*' input field containing 'Doe, Jennifer'.

2. Check Family Portal Enabled and Accounting (highlighted with a red box and arrow) points to the 'Family Portal enabled' checkbox, which is checked.

3. Verify Student is Checked (highlighted with a red box and arrow) points to the 'Doe Jack' checkbox, which is checked.

Select Parent Relationship and Enter 1st Parents Information (i.e. Name, Gender, Phone)

1. Select Parent Relationship

2. Enter Parent's Name

3. Select Gender

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

****Please Note: Home Phone is Required for Parents****

Family Individual
* indicates required field

New Individual 1

Default Relationship: Mother

Salutation:

First Name*: Jennifer

Middle Name:

Last Name*: Doe

Gender: Female

Financial responsibility
Financially responsible individuals require an address and an email

Address

+ Add New Address

Contact

Home Phone: 555-123-4567

Cell Phone:

Work Phone:

Email #1: Email@email.com

Email #2:

Enter 2nd Parents Information or Select Delete to Remove

1. Enter 2nd Parents Information

2. If no 2nd 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

Family

+ Add Family

Doe, Jennifer

Jennifer Doe

Select the Relationships Tab

Dashboard Finance Notes Relationships Select the Relationships Tab

Doe, Jennifer

Family Individuals

Jennifer Doe

+ New Individual + Existing Individual

Students

Doe Jack

+ New Student + Existing Student

Family Name

Doe, Jennifer

General

ID: 543 UDID: -

Options

✓ Accounting X Block from Directory ✓ Family Portal enabled

Financial Responsibility

No financially responsible parents.

Family Note

No notes have been added.

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

Relationships

Manage Relationships

Doe Jack, (Admissions), Catholic Academy

Individual	Relationship	Custody	Correspondence	Grandparent	Grade Related	Family Portal
Jennifer Doe	Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save 3. Select Save to Save Changes

1. Select Relationship

2. Select Options

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

Dashboard Finance Notes Relationships User Defined

Doe, Jennifer

Family Individuals

Jennifer Doe

+ New Individual + Existing Individual

Students

Doe Jack

+ New Student + Existing Student

Family Name
Doe, Jennifer

General
ID: 543
UDID: -

Options
✓ Accounting
✗ Block from Directory
✓ Family Portal enabled

Financial Responsibility
No financially responsible parents.

Family Note
No notes have been added.

Select the Edit Icon

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

1. Select Financial Responsible Parent

2. Select **Save to **Save Changes****

Edit Financial Responsibility

Jennifer Doe

Cancel **Save**