Creating a Parent Account in FACTS SIS

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

Parents and School Administrators > [Log In Here]

Select Log In Here

͜ any ˅   Parents ˅   🔍   Contact Sales

Select Family Portal Login

For Families

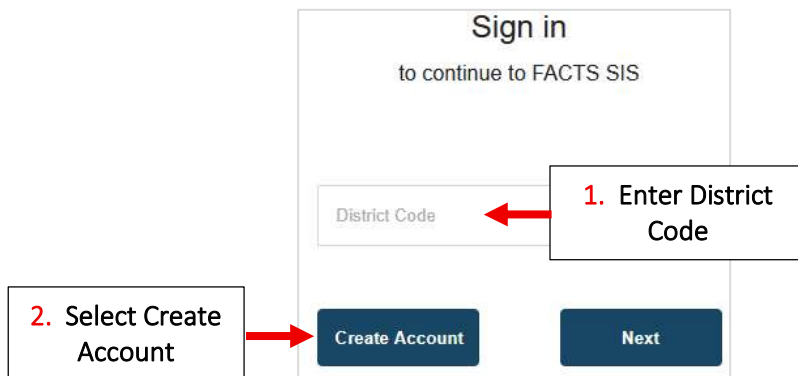Family Portal Login >
Looking for your student's grades or lunch calendar?
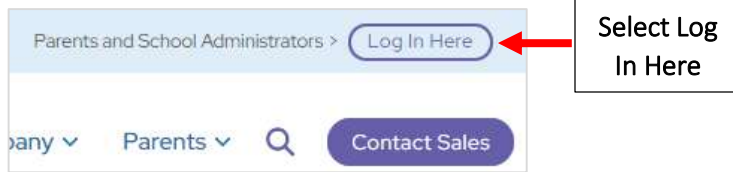
Select Family Portal Login
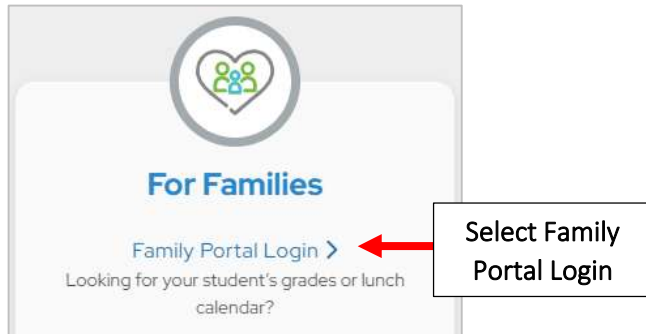
Enter District Code and Select Create New Account   **District Code will be Provided by your School**

Sign in
to continue to FACTS SIS

District Code

1. Enter District Code

2. Select Create Account

[Create Account]   [Next]

Enter the **Email address** on file with your school. Select **Create Account**

Create Family Portal Account

District Code
Your School-NY

Email Address

1. Enter Email Address

janetdoe@email.com

This allows a user to create a username and password if their email is tied to a person in FACTS SIS

Back to log in   [CREATE ACCOUNT]

2. Select Create Account
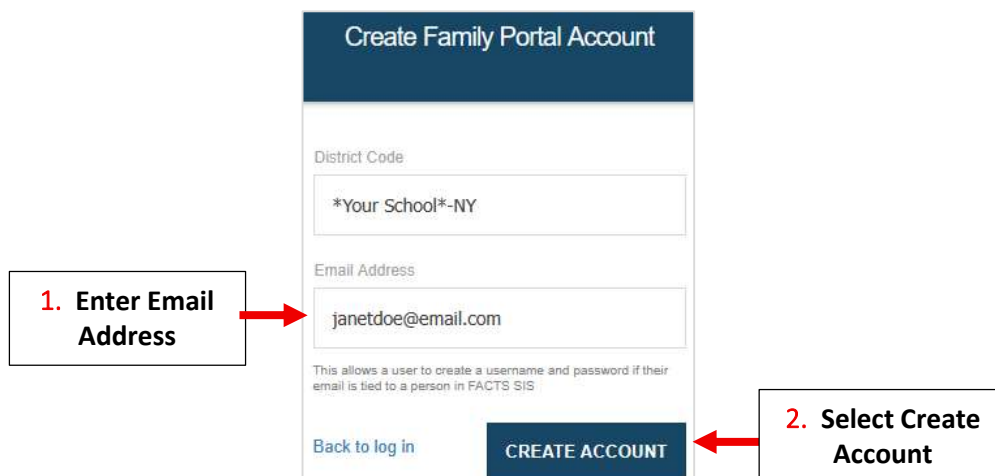
An email will be sent to email address entered that includes a link to create your Family Portal login

Create Account Request Sent

A Create Account link has been sent to your email. Please click the link in the email to create your account.

If you do not receive the Create Account request, please check your spam folder or contact your school.

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

FACTS Support - Create Account Request

FS — FACTS Support <autoemail@factsmgt.com>
To ○ Doe, Janet

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.

Once you click the link below, you will have 6 hours to create your login credentials.

Click to create your Family Portal login ◄—— **Click Link to create your Family Portal Login**

FACTS Technical Support Team

Enter a Username and Password. Click Create Account

Create Family Portal Account

Name

Janet Doe

Username

JaneDoe ◄—— **1. Enter a Username**

New Password

•••••••• ◄—— **2. Enter Password**

Confirm Password

••••••••

CREATE ACCOUNT ◄—— **3. Click Create Account**

*Password must have both letters and numbers, a minimum length of 6 characters, and only be used once.

You will receive Confirmation when Succesfully Created

Login Credentials Created

Your login credentials have been created.
Log in with your new username and
password.

Back to log in ← **Click Link to Login
to Family Portal**