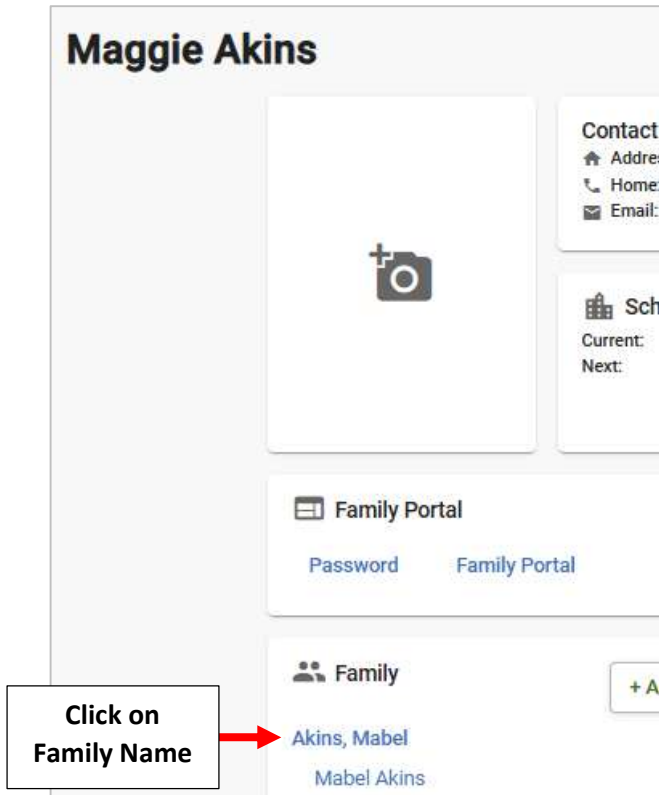


Updating Family Parents Home Phone in FACTS SIS

Please Note: Parent Phone Numbers have to be updated One Family at a Time

Open Student's Profile and Click on Family Name



The screenshot shows the profile for Maggie Akins. It includes sections for Contact information (Address, Home, Email), School information (Current, Next), Family Portal (Password, Family Portal), and a Family list. A callout box labeled "Click on Family Name" has a red arrow pointing to the "Akins, Mabel" entry in the Family list.

Click on Parent's Name



The screenshot shows the details for the parent Mabel Akins. It includes a section for Family Individuals with a list containing "Mabel Akins". A callout box labeled "Click on Parent's Name" has a red arrow pointing to "Mabel Akins". Below the list are "Add New" and "Add Existing" buttons.

Click on Contact



The screenshot shows the contact information for Mabel Akins. It includes fields for Address, Home, Mobile, and Email. A callout box labeled "Click on Contact" has a red arrow pointing to the "Contact" header.

Enter Home Phone and Select **Save** to **Save** your Changes *Please Note: Enter Cell Phone if no Land Line is Used*

Demographics

General **Contact** Birth Notes

Contact

Address
123 Main Street

Address Line 2

City
Brooklyn

State
NY

Home Phone
(555) 123-4567

Cell Phone
(555) 123-4567

Work Phone

Extension

Save

1. Enter Parent's Home Phone

2. Select Save to Save your Changes

Format Phone Numbers with Parenthesis () Do Not Use Dashes