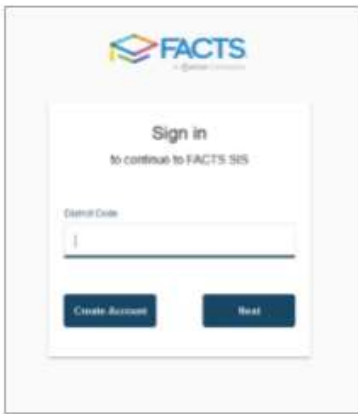


Create a Family Portal Account and Multi-Factor Authentication



FACTS SIS Multi-Factor Authentication Process

For first time FACTS SIS users, use these instructions to create your Family Portal account and establish your Multi-factor authentication option.

District Code example	Create account invite example	Multi-factor example
 A screenshot of the FACTS SIS 'Sign in' page. It features the FACTS logo at the top. Below it, the text 'Sign in to continue to FACTS SIS' is displayed. There is a text input field labeled 'District Code' with a small icon of a key. At the bottom, there are two buttons: 'Create Account' and 'Next'.	 A screenshot of an email invitation to create a FACTS SIS account. It has a blue header. The body text says 'Hello,' followed by a line indicating the user has been invited to create an account for a specific district. It includes a 'Register' button. Below that, it says 'Thank you, FACTS Management Company.' At the bottom, there is a note about the validity of the link and a footer that says 'Please do not reply to this automated message. The mailbox is not monitored.'	 A screenshot of the 'Sign in' page showing multi-factor authentication options. It says 'Protect your account with multi-factor authentication' and explains that this keeps the account safe from unauthorized access. It offers two options: 'Use an authenticator app, recommended for enhanced security' and 'Use a text message.' There are buttons for 'Verify code', 'Use email', and 'Use authenticator app'.

1. Navigate to FACTSmgt.com, click **Login Here**.
2. Click **Family Portal Login**.
3. Type your school's **District Code**, and click **Create Account**.
4. Type your email and click **Create Account**.
 - The system generates an **email invitation**.
5. Open the email and click **Register**.
6. Complete the **Username and Password requirements**.
7. Complete the **Personal Information requirements**.
8. Select and answer **two authentication questions**, then click **Save**.
9. Select and complete the process using the **email verification method options**.
OR
Select and complete the process using the **authenticator app method options**.
 - You may choose to receive a verification code by **email** or use your preferred **authenticator app**. FACTS does not require or limit which app you use.