

Create an account on FACTS Family Portal

FACTS Family Portal is a private and secure parents' portal that will allow parents to see academic information specific to their children, while protecting their children's information from others. All you need is an Internet-capable computer to view information such as grades and other useful school information.

PLEASE NOTE—If you already have an existing account with FACTS for tuition payments or financial aid, you must create a separate account for FACTS Family Portal. Both FACTS Payment Plans/Financial Aid and FACTS Family Portal are accessible from www.factsmgmt.com.

Here's how to access our easy-to-use online **Family Portal**:

- In Chrome, Firefox, Safari, or Internet Explorer go to www.factsmgmt.com and click **Family Log In**, then select **FACTS Family Portal**.
- Click **Create New Family Portal Account**.
- Type the school's District Code: SL-PA
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your login. The link is active for 6 hours.
- From the email, click the link to create your Family Portal (ParentsWeb) login.
- A web browser displays your **Name** and **FACTS SIS Person ID**.
- Type a **Username**, **Password**, and **Confirm** the password.

Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>
<input type="button" value="Save User Name and/or Password"/>				

- Click **Save Username and/or Password**.
A message displays at the top of the browser, "**Username/Password successfully updated.**"

User Name/Password successfully updated.				
Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value=""/>
<input type="button" value="Save User Name and/or Password"/>				

- You may now log in to Family Portal using your new username and password.

