






Introducing



We're excited to announce our new school management system – **FACTS SIS** (Student Information System). We're in the process of setting up **FACTS Family Portal** – 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:

-  Attendance
-  Daily Grades
-  Progress Reports
-  Report Cards
-  Missing Assignments
-  School Calendar
-  School Announcements
-  Staff and School Directory
-  Account Balances with Online Payment
-  Other Useful School Information

FACTS has created a 5 minute [Family Portal Overview video](#), which will give you an introduction to the system. Please watch it at your convenience by [clicking here](#). The password to access the video is **Portal** (case sensitive). **Please note: St. Luke will not be using all the features depicted in the video at this time.**

We look forward to your participation. Together we can improve our children's academic development and the communication between our school and your home.



Accessing the FACTS Family Portal

PLEASE NOTE—If you already have an existing account with FACTS for tuition payments or financial aid, YOU STILL MUST create an account for the FACTS FAMILY PORTAL. There will be separate log-ins; both are accessible from www.factsmgt.com. Click the **PARENT LOG IN button on the top left and choose from the drop-down menu, **FACTS Family Portal (ParentsWeb)** OR **Payment Plans/Financial Aid**.**

FACTS Family Portal is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view items such as your child's grades, attendance, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary.

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

- In Chrome, Firefox, Safari, or Internet Explorer go to www.factsmgt.com and click **Parent Login**, then select **FACTS Family Portal (ParentsWeb)**.
- Type the school's **District Code: SL-PA**
- Click **Create New Family Portal Account**.
- 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.
- Family Portal allows you to access:
 - Student attendance and daily grades
 - Progress reports and reports cards
 - School events

