

# Setting Up Family Portal

**FACTS Management** gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

**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 your child's grades, attendance, homework and conduct, 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](http://www.factsmgt.com) and click **Parent Login**, then select **FACTS Family Portal (ParentsWeb)**.
- Type the school's **District Code** **CC-KY**
- 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 **User Name**, **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 User Name and/or Password**.  
A message displays at the top of the browser, "**User Name/Password successfully updated.**"

<b>User Name/Password successfully updated.</b>				
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 user name and password.
- Family Portal allows you to access:
  - Student attendance and daily grades
  - Progress reports, reports cards and transcripts
  - Lesson plans and homework
  - School events and lunch calendar



## How to make an Online Payment

You may make a payment with a credit card through your Family Portal account.

From your computer, log in to your family portal account.

Click on the Family tab.

You will see the 4 categories of Café, Childcare, General, and School Items to the right in the Family Billing Tile.

Click on Pay Now. It should prompt you to enter your credit card information.

If you are using a phone or tablet, you will need to download the Renweb Home App for \$4.99/yr.

Click on Family

Click on Accounting

Click on Make Payment (lower right corner)

Click on the zeros under the Amount column

Enter amount, then Done (in upper right corner)

Click Pay Now in lower right corner

It should prompt you to enter your credit card information.

You may load money onto your account to have it available for charges that become due. Money can be loaded into the following categories:

**General:** Tuition, Material fees, Registration Fees, Library Fees, Late Fees, Field Trips, Sports, Enrichment, Tutoring, Therapy,

**Childcare:** Morning Care, Extended Care, Break Care, Summer Camp, Snow Day Care

**Café:** Lunch, No Lunch, Preschool Snacks, Beverages, Beverage Cards

**School Items:** T-shirts, Yearbooks, Fundraisers

