Family Portal Payments

To access your Family Portal follow these directions:

Go to factsmgt.com.
Click on the **Log In Here** button in the upper right corner.

Click on **Family Portal Login** in the first tile called **For Families**.

Enter the following information:

School Code: cc-ky

Click the grey login button.

Username:
Password:

If you do not know your username and password, contact Diane Osborn at diane.osborn@ccschool.net.

Then click the blue login button.

Click on the financial tab.

If anything has been billed to your account, you will see the amount due in the 2nd tile.

Click on Financial home in the 3rd tile.   You will need to enter a one time 4 digit pin number. You should be able to pay any balance due from here. Another option is to click on Add Funds in the 1st tile and enter the amount due in the general category. I will then apply this payment to the charges.

It is probably a good idea to attempt to login, just to make sure everything works okay.

There is also a Facts parent number you can call and make payments over the phone. That number is 866-441-4637. **While there is a fee charged for credit card payments, there is no charge for ACH payments. You can also pay with cash or check at the front desk at Entrance A.** A receptionist can take your payment at the front desk from 7:30am - 6:00pm during the school year and 7:00am-5:00pm during the summer.