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 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	cjohnston	••••••••	••••••••	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**."

User Name/Password successfully updated.					
Change/Create Password					
Name	**Person ID**	**User Name**	**Password**	**Confirm**	
Callie Johnston	11519	cjohnston	••••••••		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:

    o Student attendance and daily grades

    o Progress reports, reports cards and transcripts

    o Lesson plans and homework

    o School events and lunch calendar

Online Payment

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

From your computer or phone, log in to your family portal account through your web browser.

Go to factsmgt.com.

Click on Parent Log in.

Click on Facts Family Portal.

If you do not have a family portal account set up, you can set one up using the Family Portal Account Set-up instructions found on our website.

Enter the district code: cc-ky

Enter your username and password.

Click on the grey login button.

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, you may need to turn your phone sideways to access payments.

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

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