

FACTS Family Online ParentsWeb Setup Instructions

- ❖ FACTS Student Information System is an online tool our school uses for communicating with teachers and parents, maintaining student records, and managing family financial accounting.
- ❖ FACTS Family Online **ParentsWeb** allows parents to access school information such as lesson plans, grades, school calendar, online enrollment, and paying tuition and school fees from a computer or mobile device

1. Go to <https://factsmgt.com>.
2. At the top right corner, click **Parent Log in**.



3. From the menu, click **ParentsWeb Login**.



3. Next, towards the bottom of the screen, click the **Create New ParentsWeb Account** link.



4. The Renweb ParentsWeb Login screen appears. In the **District Code** field, enter **CHFBC**. Then enter the email address you have on file with the school.



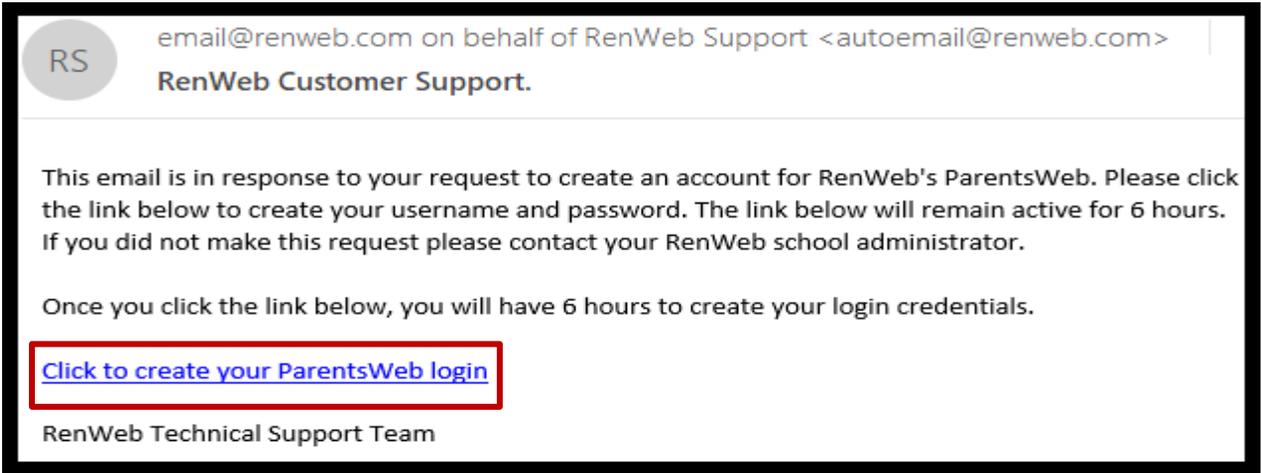
5. Next, click **Create Account**.



6. A message appears stating that an email will be sent to the email address entered. Please note, you will need to click the link provided inside the email **within 6 hours**.



7. Open the email sent from Renweb Customer Support. Next, click the **Click to create your ParentsWeb login** link.



8. The Change/Create Password screen appears. In the **Username field**, enter in the username you would like to use to login into ParentsWeb. Next, in the **Password field**, enter in the password you would like to use. Passwords must be at least 6 characters long and include letters and numbers. Then in the **Confirm** field, enter the password again. Finally, **click Save Username and/or Password**.



The screenshot shows a form titled "Change/Create Password". It has a table with columns: Name, Person ID, Username, Password, and Confirm. The first row contains "A Test Family" and "1204381". Below the Username, Password, and Confirm columns are input fields. A red box highlights the Username, Password, and Confirm input fields. Another red box highlights the "Save Username and/or Password" button. Two red arrows point to the Username and Password input fields.

Name	Person ID	Username	Password	Confirm
A Test Family	1204381	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. A message will appear at the top of the screen stating that your username and password have been created successfully. If you receive any error messages, or need help logging in, please contact Nicole MacMillan at (210) 878-1060 or nmacmillan@castlehills.school.



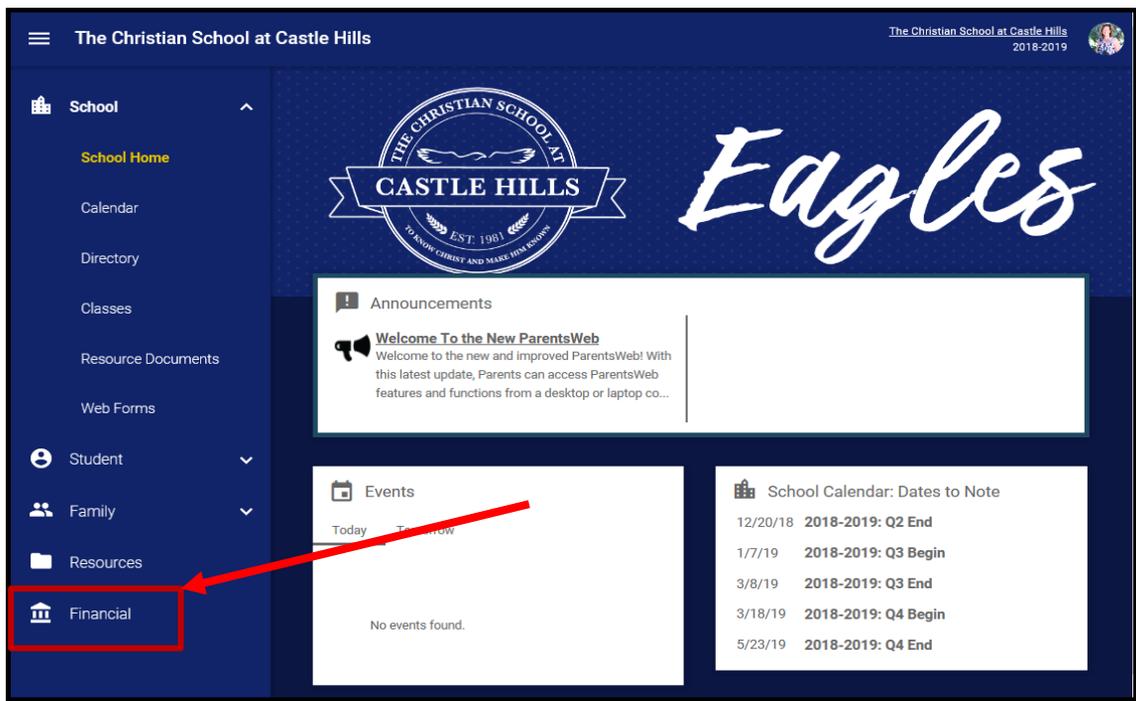
10. You are now able to login to your ParentsWeb account. From your web browser, go to: <https://factsmgt.com>. Next, click **Parent Log in**. From the menu, click **FACTS Family Online (ParentsWeb)**.



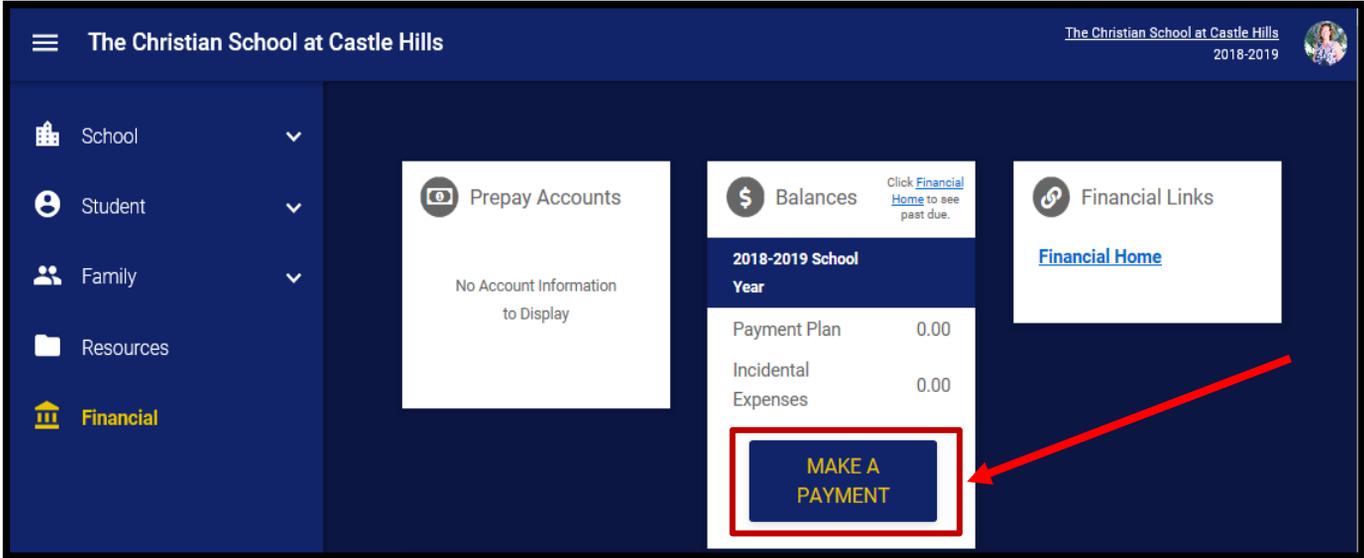
11. The Renweb ParentsWeb Login screen appears. In the **District Code** field, type **CHFBC**. **Remember this code as you will have to type it in whenever you log into Renweb.** Next, enter your username and password into the **User Name** and **Password** fields. Then click **Login**.



12. ParentsWeb appears. ParentsWeb gives you the ability to view the school calendar, lesson plans, your student's grades, and also provides access to FACTS, which is how you pay school fees and tuition. To setup or view your FACTS account, click **Financial**, located at the bottom on the left-hand side of the screen.



13. Next, under the **FACTS Links** section, click **FACTS Home**.



14. Follow the steps through the FACTS screens to set up your account. If you have any accounting or FACTS questions or issues, please feel free to call Elizabeth Cauley at (210) 878-1043, or by email at ecauley@castlehills.school.