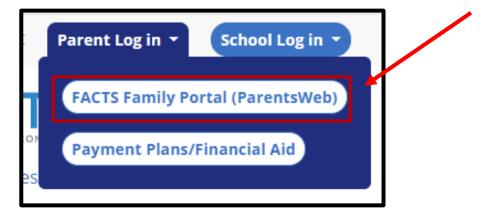
FACTS Family Portal (ParentsWeb) Setup Instructions

- 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 Portal (ParentsWeb) allows parents to access school information such as lesson plans, grades, school calendar, and pay tuition and school fees from a web browser.
- Go to <u>https://factsmgt.com</u>.
 At the top right corner, click Parent Log in.
 Help & Support Parent Log in
 School Log in

 Why FACTS
 Webinars & Resources
- 3. From the menu, click FACTS Family Portal (ParentsWeb).



4. Next, at the bottom of the screen, click the **Create New Family Portal Account** link.

FACTS. A Delnet COMPANY				
Family Portal Login				
District Code:				
User Name:				
Password (case-sensitive):				
Forgot User Name/Password?				
Parent Student Staff				
Login				
Create New Family Portal Account				

5. The Family Portal Login screen appears. In the **District Code** field, enter **CHFBC**. Then enter the email address you have on file with the school.

Family Portal Login	
District Code: * Required Email:	
Create Account Back to Login	

6. Next, click **Create Account**.

Family Portal Login	
District Code: * Required	
CHFBC	
Email:	
nmacmillan@castlehills.school	
Create Account Back to Login	

7. 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**.

Eamily Portal Login
Family Portal Login
District Code:
CHFBC
Email:
nmacmillan@castlehills.school
An email has been sent to nmacmilian@castienilis.school. Please
check the email and click link provided to
gain access to page where you can create your username and
password. For security purpose that link will
only be active for 6 hours.
Create Account Back to Login

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

This email is in response to your request to create an account for RenWeb's ParentsWeb. Please click the link below to create your username and password. The link below will remain active for 6 hours. If you did not make this request please contact your RenWeb school administrator.

Once you click the link below, you will have 6 hours to create your login credentials.

Click to create your ParentsWeb login

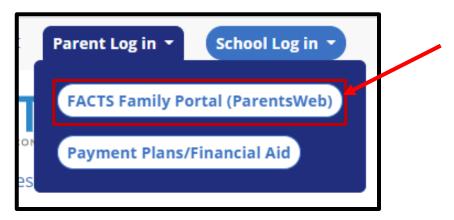
9. The Change/Create Password screen appears. In the Username field, enter the username you would like to use to login into ParentsWeb. Next, in the Password field, enter the password you would like to use. Passwords must be at least 6 characters long and include letters and numbers. Then in the Confirm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

Change	e/Create	Password		
Name	Person ID		Password Confirm	
A Test Family	1204381	<u>м</u>		Save Username and/or Password

10. 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.



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



12. The FACTS Portal Login screen appears. In the **District Code** field, type **CHFBC**. <u>Remember this code as</u> <u>you will have to type it in whenever you log into FACTS</u>. Next, enter your username and password into the **User Name** and **Password** fields. Then click **Login**.

Family Portal Login
District Code:
CHFBC
User Name:
nmacmillan@castlehills.school
Password (case-sensitive):
Forgot User Name/Password?
Parent Student Staff
Login

13. ParentsWeb appears. ParentsWeb gives you the ability to view the school calendar, lesson plans, your student's grades, and provides access to FACTS Tuition account, which is how you pay school fees and tuition.

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i School ^		
School Home	HRISTIAN SCHO	
Calendar		+ // _
Directory		LANDE
Classes	\mathbf{a} CASTLE HILLS /7	Lalla
Resource Documents	to the second se	
Web Forms	to the owned to the total and total an	
Student V	"MIST AND MARS "	
🐣 Family 🗸	1 Announcements	
🗾 Apply / Enroll 🗸 🗸		
Financial	No announcements found	
	Events	School Calendar: Dates to Note
	Today Tomorrow	12/18/20 Half Day 12/21/20 Christmas Break