



Parents: Accessing 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 online!

FACTS Family Portal is a private and secure parents' portal that will allow parents to view information specific to their children, while protecting their children's information from others. You may view your middle school child's grades and homework, and all families have access to update your own personal contact information.


Here's how to access our easy-to-use **Family Portal online**:

- Go to www.factsmgt.com and click **Parent Login**, then select **FACTS Family Portal (ParentsWeb)**.
- Type the school's **District Code: ACS-WA**
- 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.**"

User Name/Password successfully updated.				
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"/>
<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 homework and grades for middle school (K-5 lists classes and teacher info only)
 - Your family personal contact information, including emergency contacts, that you can update yourself (choose  to edit)
 - School important dates calendar

