



ALL SAINTS

CATHOLIC ACADEMY

Directions for Creating your FACTS Family Portal

1. Open your favorite browser
2. Go to <https://as-ct.client.renweb.com/pwr/>
3. Scroll to the bottom and click "Create new account"

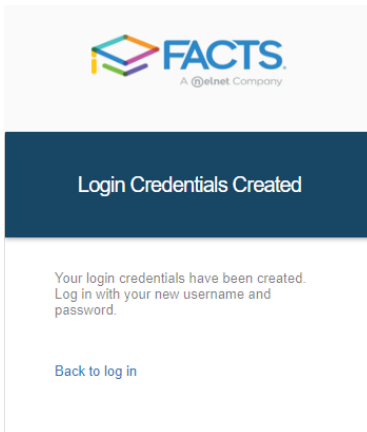
NOTE: On the "Create Family Portal Account" Page, District code will be pre-filled in as "as-ct". Do NOT change it.

4. Put your cursor in the email address field. You currently have up to 3 email addresses registered with us (Family, Father, Mother). They are all still registered with us, pick one that you want for your family portal. Type the email address in the email address box.
5. Click "Create Account"

NOTE: You will receive a "Create Account Request Sent" Message.

6. Open your emails from the email address you typed in the box.
7. You will receive an email from "FACTS Support" with the subject of "FACTS Support - Create Account Request"
8. Open the email, and click on "Click to create your Family Portal login"
9. Your name will be matched with our records, and your name will be filled in.

10. Select a username & Password.
11. Click "Create Account"



NOTE: You will receive a Login Credentials Created message

12. Select "Back to Log in"

13. Enter your username & Password that you selected in step 11.

14. Click Login

NOTE: You will receive the following message: "I would like to receive additional information and content from FACTS affiliates about products, services, and educational opportunities. I understand that my information will never be sold to external third parties."

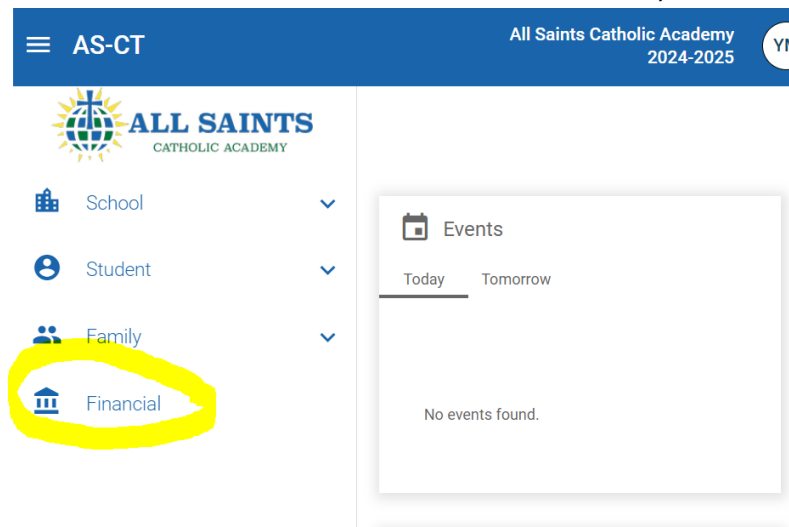
15. You may uncheck or check this dialogue based on your preferences. Click OK.

16. You can now look at the announcement and review the FACTS Family Portal.

Next Step: Set Up Financial Home

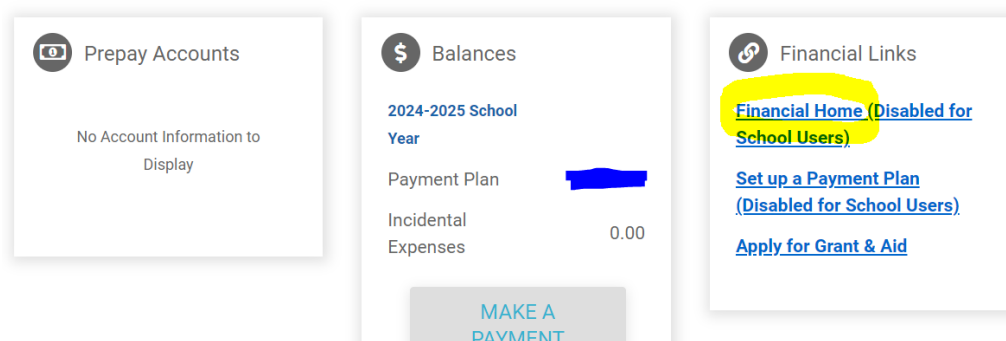
1. Log in to your FACTS Family Portal.

2. At the bottom of the left hand menu, click Financial.



3. The Financial page will open.

4. Under Financial Links, click "Financial Home"



5. You will need to provide 2 authentication questions for security.

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Authentication Questions Setup

Authentication Questions

All fields are required

Please select and answer two Authentication Questions or enter your own questions and answers. These questions ensure that your account information remains private and secure.

Authentication Question 1*

Authentication Question 1 Answer*

Reset

Authentication Question 2*

Authentication Question 2 Answer*

Reset

Save

6. Next you will select your contact preference, and create a 4-digit pin for security.

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Review Items

The following item(s) require your attention before proceeding.

Select Your Contact Preference

Applies to US residents only.

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize FACTS and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s). By saving a phone number, you agree to such contact related to your account.

☒ Yes, I agree to such contact related to my account.

OK

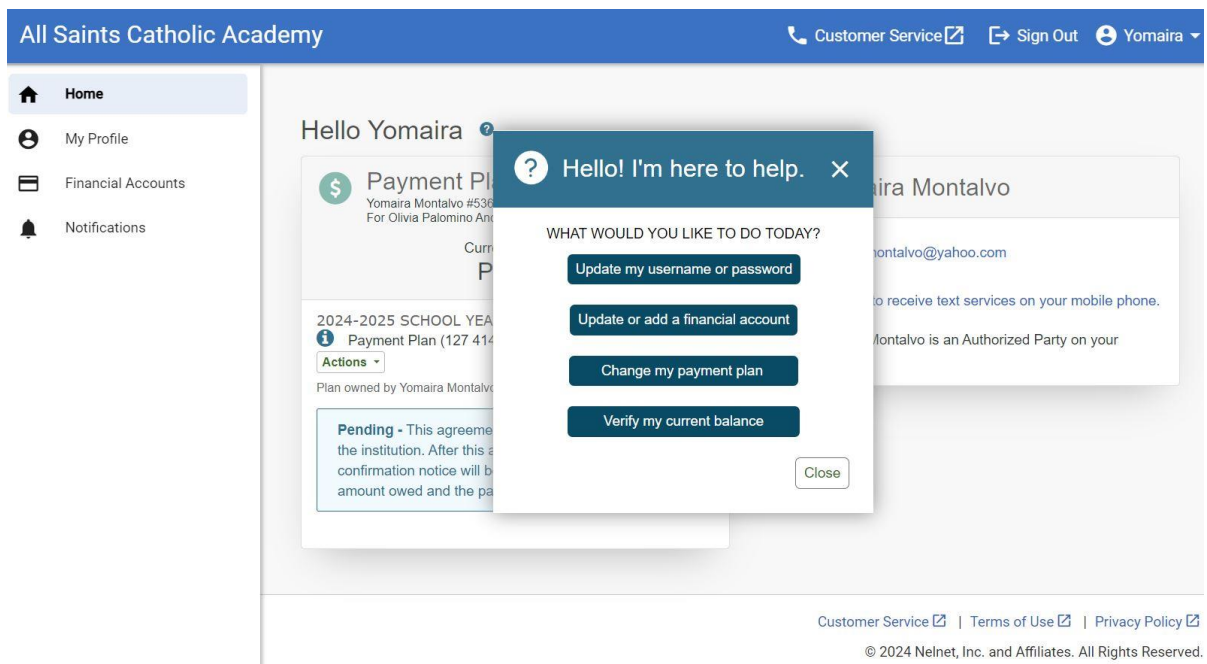
Create A 4-Digit PIN To Continue

The 4-Digit PIN will be used to validate your identity when you make inquiries by telephone. Choose something you will easily remember.

*4-Digit PIN:

OK

7. That's it! Your account is created and will look like this:



8. Now you can explore your account and see all your tuition information.

9. You can change the language to Spanish in the top right corner.

