

## FREDERICA ACADEMY RE-ENROLLMENT INSTRUCTIONS

To access Family Portal:

- Please go to [www.factsmgt.com](http://www.factsmgt.com)
- Select **Parent Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- Enter FD-GA for the District Code.
- After logging in, click on **Apply/Enroll** in the left menu.
- Click on the **Enrollment/Reenrollment** link.

Our Online Enrollment system will open with a link to the enrollment packet for your child(ren). The online process should take approximately 10 minutes to complete. Your information will be saved if you need to quit and come back later.

### Instructions for Creating a Family Portal Login

- Please go to [www.factsmgt.com](http://www.factsmgt.com).
- Select **Parent Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- After the FACTS Family Portal Login screen opens, please select **Create New Family Portal Account**.
- Enter FD-GA into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from FACTS SIS Customer Support containing a link that will allow you to create your username and password. For security purposes, the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into Family Portal as instructed above.

If you have any questions about the process, please contact me.

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