



Update Emergency Contacts in FACTS

It is extremely important that the information we have regarding your emergency contacts is accurate and up-to-date in FACTS. ***This includes parents, who should always be listed as the first emergency contact(s).*** Please log into your family FACTS account and make sure that the person(s) you have listed as Emergency and Pick-up contacts are those individuals that we have authorization to release your child(ren) to in the case of an emergency.

If you have a friend, relative, neighbor, etc. that occasionally picks your child up from school but is not listed as an Emergency Contact, we are not authorized to release your child(ren) to those individuals in an emergency situation. Here are the steps for accessing your FACTS account and updating your personal information located on the next page.

Step 1: Log into the FACTS Family Portal – <https://sjs-ca.client.renweb.com/pwr/>

The District code is **SJS-CA**



Family Portal Login

District Code: SJS-CA

User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

Parent Student Staff

Step 2: From the Navigation Menu, scroll down to **Family**. It will default to Family Home

≡ Family Portal

School ▼

Student ▼

Family ^

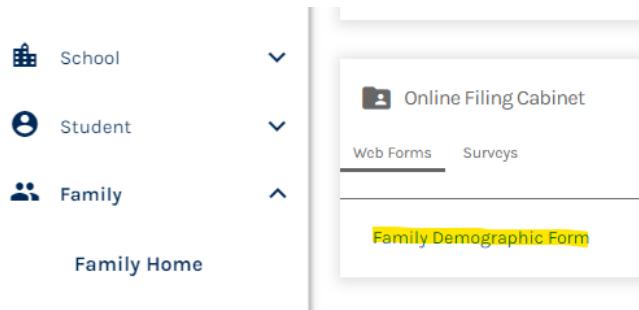
Family Home

Apply / Enroll ▼

Financial

Back to School Site

Step 3: Click Family Demographic Form



The screenshot shows a navigation sidebar on the left with icons for School, Student, Family, and Family Home. The Family option is selected, revealing a sub-menu. The sub-menu includes an 'Online Filing Cabinet' section with 'Web Forms' and 'Surveys' tabs. The 'Family Demographic Form' is highlighted in yellow.

Step 4: Scroll down to Emergency Contacts

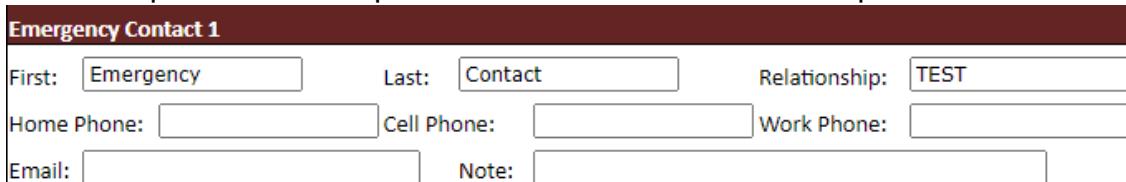
- You will see **Emergency Contacts** form buttons for each child you have attending St. Serra

Emergency Contacts:

Test 04 Serra	Emergency Contacts
Test 01 Serra	Emergency Contacts
Test K Serra	Emergency Contacts
Test TK Serra	Emergency Contacts

Step 5: Update the Emergency Contact Information, including parents and any people who may pick-up your child

- You can update the Transportation Contact information for up to 20 contacts



The form has fields for First Name (Emergency), Last Name (Contact), Relationship (TEST), Home Phone, Cell Phone, Work Phone, Email, and Note. A red arrow points to the 'Save' button at the bottom left of the form.

- Scroll down to the very bottom of the page and click the **Save** button



[Return to main form](#)