



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**

FACTS
A RENWEB COMPANY

Family Portal Login

District Code:
SJS-CA

User Name:

Password (case-sensitive):

Forgot User Name/Password?

Parent Student Staff

Login

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

Family Portal

School

Student

Family

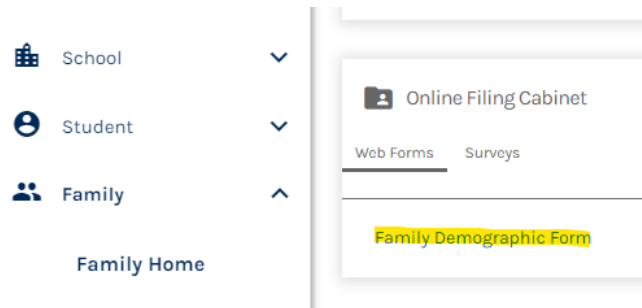
Family Home

Apply / Enroll

Financial

Back to School Site

Step 3: Click Family Demographic Form



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	<input type="button" value="Emergency Contacts"/>
Test 01 Serra	<input type="button" value="Emergency Contacts"/>
Test K Serra	<input type="button" value="Emergency Contacts"/>
Test TK Serra	<input type="button" value="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

Emergency Contact 1			
First:	<input type="text" value="Emergency"/>	Last:	<input type="text" value="Contact"/>
		Relationship:	<input type="text" value="TEST"/>
Home Phone:	<input type="text"/>	Cell Phone:	<input type="text"/>
		Work Phone:	<input type="text"/>
Email:	<input type="text"/>		
		Note:	<input type="text"/>

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



- If the information was successfully updated, you will see Data Saved at the very top of the form

