



Update Approved Individuals for Child Pick Up

It is extremely important that the information we have regarding your emergency pick up contacts is accurate and up-to-date on FACTS. Please log into your family FACTS account and make sure that the persons you have listed as 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 Pick Up, 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.



How to Update Approved Individuals for Child Pick Up

Step 1:

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



The image shows the FACTS Family Portal Login page. At the top is the FACTS logo with the tagline 'A @elnet COMPANY'. Below the logo is the title 'Family Portal Login'. There are four input fields: 'District Code' (containing 'SJS-CA'), 'User Name', 'Password (case-sensitive)', and 'Forgot User Name/Password?'. Below the fields are three radio buttons for 'Parent', 'Student', and 'Staff', and a 'Login' button.

The District code is SJS-CA

Step 2:

- From the Navigation Menu, scroll down to **Family**. It will default to Family Home



Step 3:

- Click Family Demographic Form



Step 4:

- Scroll down to **Transportation**
- You will see Transportation form buttons for *each child* you have attending St. Serra

Transportation



Step 5:

Approved Transportation Form

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

Transportation Contact			
First:	<input type="text"/>	Last:	<input type="text"/>
Relationship:	<input type="text"/>		
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

