Accessing the FACTS SIS - Family Portal

Here's how to access our easy-to-use **Family Portal**:

- Please read the section highlighted in yellow before starting the login process.
- In Chrome, Firefox, Safari, or Internet Explorer go to www.factsmgt.com, click **Parent Login**, and then select **FACTS Family Portal**.
- Type the school's **District Code**: **SCV-OH**
- Click **Create New Family Portal Account**.
- Type your email address* and click **Create Account**. An email will be sent which includes a link to create your login. The link is active for 6 hours.
  - *It is important to use the email address on file with FACTS SIS. If you only have one email address, use that one, since that is the only email address St. Chris could have provided FACTS. If you have more than one email address, please follow the below instructions:
    - Current Option C Users: please use the email address associated with your Option C account. Option C is still operational, so you can confirm the correct email address by going to Option C - My Information - My Profile.
      - Your FACTS SIS email address may be different from your FACTS Tuition/Payment email address, so please make sure you use your Option C email address, as that is the one associated with your FACTS SIS account. Your FACTS Tuition/Payment account will now be embedded in the SIS, so you will not need to access two different portals.
    - New Families: please use the email address you provided St. Chris in your registration documents; it is likely the email address that received this newsletter.
  - From the email, click the link to create your Family Portal login.
- A web browser displays your **Name** and FACTS SIS **Person ID**.
- Type a **User Name**, **Password,** and **Confirm** the password.

Change/Create Password					
Name	**Person ID**	**User Name**	**Password**	**Confirm**	
Callie Johnston	11519	cjohnston	••••••••	••••••••	Save User Name and/or Password

- Click **Save User Name and/or Password**.
  A message displays at the top of the browser, "**User Name/Password successfully updated**."

User Name/Password successfully updated.					
Change/Create Password					
Name	**Person ID**	**User Name**	**Password**	**Confirm**	
Callie Johnston	11519	cjohnston	••••••••		Save User Name and/or Password

- You may now log in to Family Portal using your new username and password.

FACTS.

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