

FACTS Family Portal

Download the FACTS app via the [Apple App Store](#) or [Google Play](#) to conveniently order lunches, access the CSS family directory, view schedules, or add funds to your student's account from a mobile phone or device.

[Accessing the FACTS Family Online](#)

FACTS Family Portal (formerly ParentsWeb - also used for students) is a private and secure student web portal that will allow each **student** to view academic information specific to them while protecting their information from others. Here you will find the following:

- **Grades** (K-12) - notifications, assignment grades, and status
- **Finances** - status and payment options
- **Attendance** - tardies and absences (excused and unexcused)

IMPORTANT!

Even though both **STUDENT** and **PARENT** FACTS accounts are accessed through **FACTS Family Portal**, they are two separate accounts. All students have their **OWN** FACTS accounts DIFFERENT from parents' FACTS accounts.

Creating a FACTS Family Portal Parent Account:

- Go to www.factsmgt.com.
- Click "**Parent Log in**" at the top of the page.
- Click "**FACTS Family Portal (ParentsWeb)**".
- Type CSS' District Code - "**TCS-CO**" (case insensitive).
- Click "**Create New ParentsWeb Account**".
- Type the email we have on file for you; a confirmation email will be sent to you.

After receiving the confirmation email:

- Click the "**Click to change password**" link in the email you received.
- **This link is only valid for 6 hours.**
- A web browser displays your Name and FACTS ID
- Click "**Save Password**." A message displays at the top of the browser, "*User Name/Password successfully updated.*"
- You can now log-in to the FACTS Family Portal as a **parent** using your new username and password.

If you need help or have lost your password, please email helpdesk@css.org at any time. We will respond as quickly as we are able.

Google Classroom

Every CSS student, grades 6-12, has their own email address provided by the school. Teachers use Google Classroom to assign and manage students' homework, and it is the first place students should look for their assignments. Grades for these assignments are handled through the Parent Portal on FACTS; grades in Google Classroom WILL NOT represent the student's overall letter grade.

As a parent, you will need to view your child's Google Classroom with them, as you do not have access to their assignments. Follow the steps below to do so:

1. Navigate to classroom.google.com and click the sign-in button.

2. On an internet-connected device, have your child log-in to their school Gmail account (example@css.org).

3. You will receive an overview of the different classes your student is participating in, and any assignments that are imminently due.

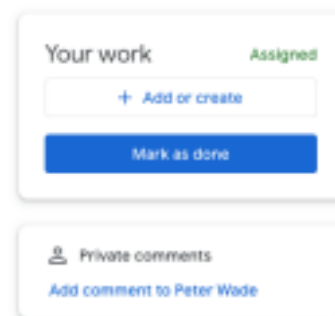
4. Click on the classroom whose work you wish to see.

5. By default, it will take you to the course stream. You should navigate to the classwork tab.

6. Classes will be listed by topic, with each topic having assignments below.

7. You can click on any one of them to see assignments, prompts, resources, and other materials your child will need for class.

8. When your child has completed their work, they should hit "Mark as done" to submit the work to their teacher and list it as finished in their Google Classroom.



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