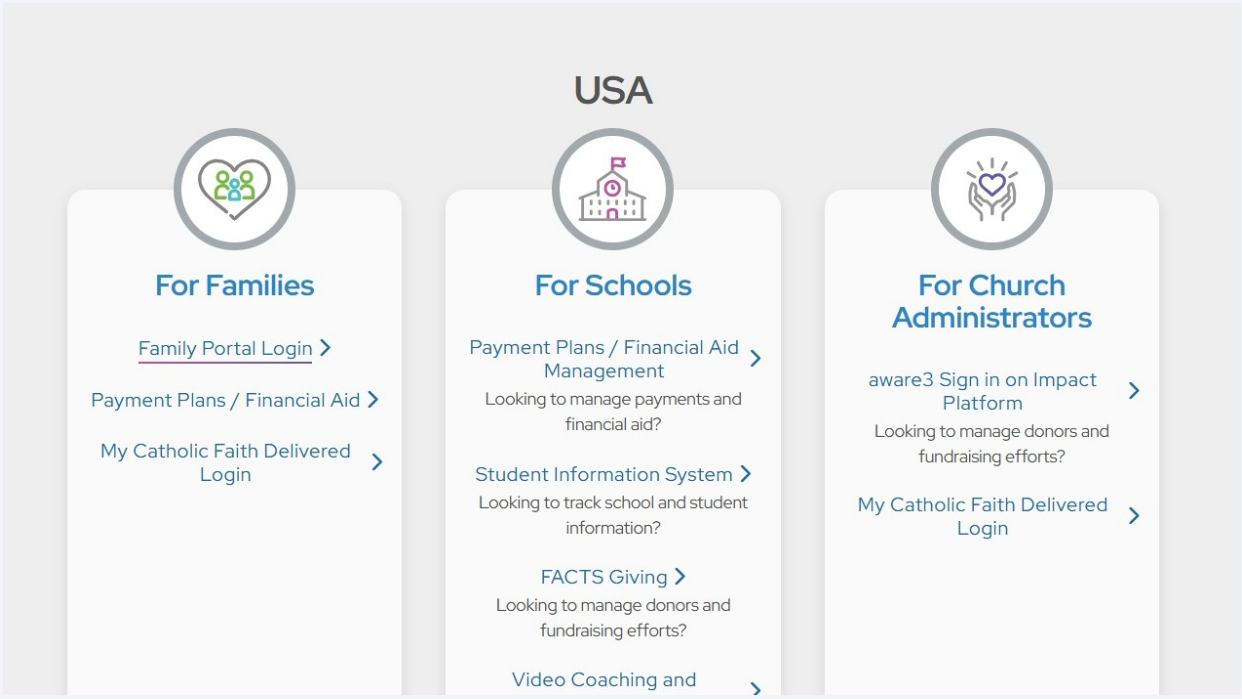
How to Register for Parent-Teacher Conferences

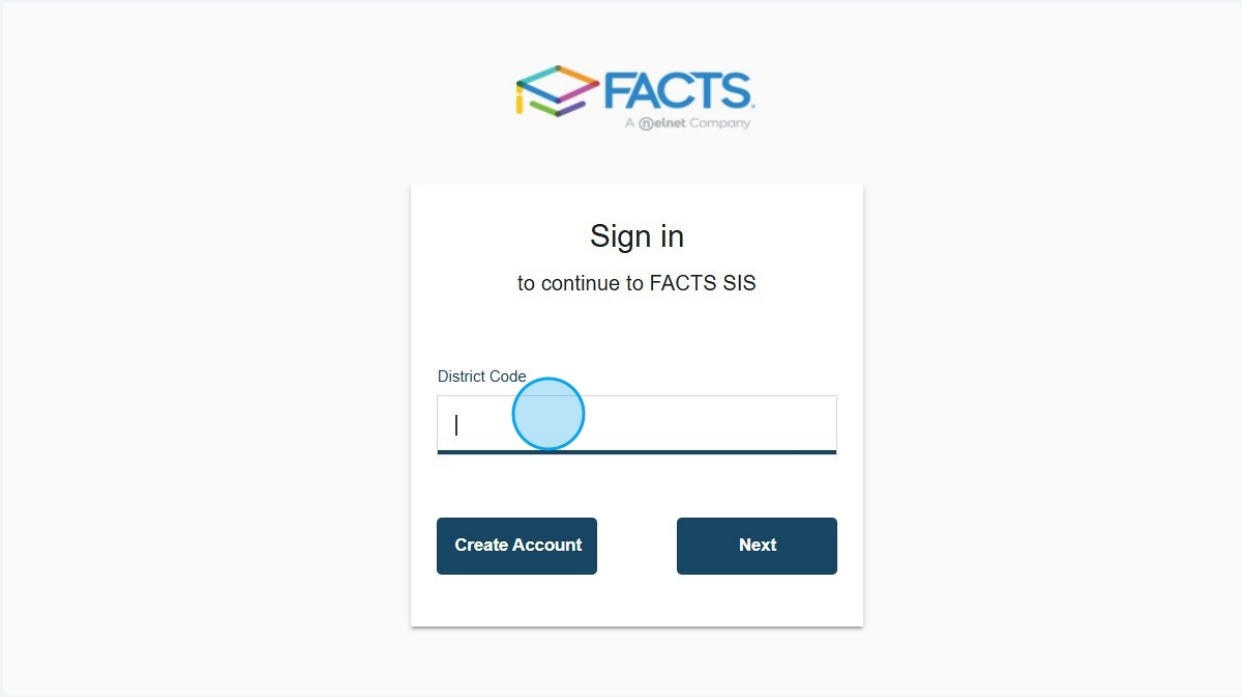
1 Navigate to https://factsmgt.com/login/



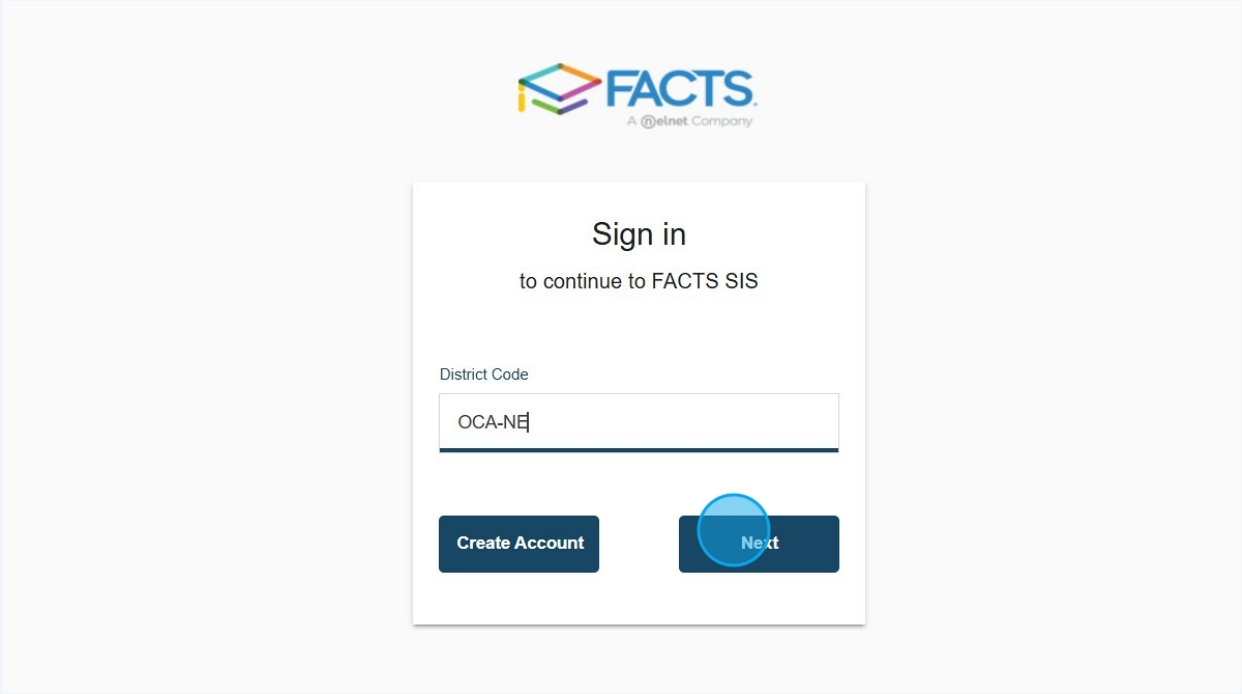
2 Click "Family Portal Login"



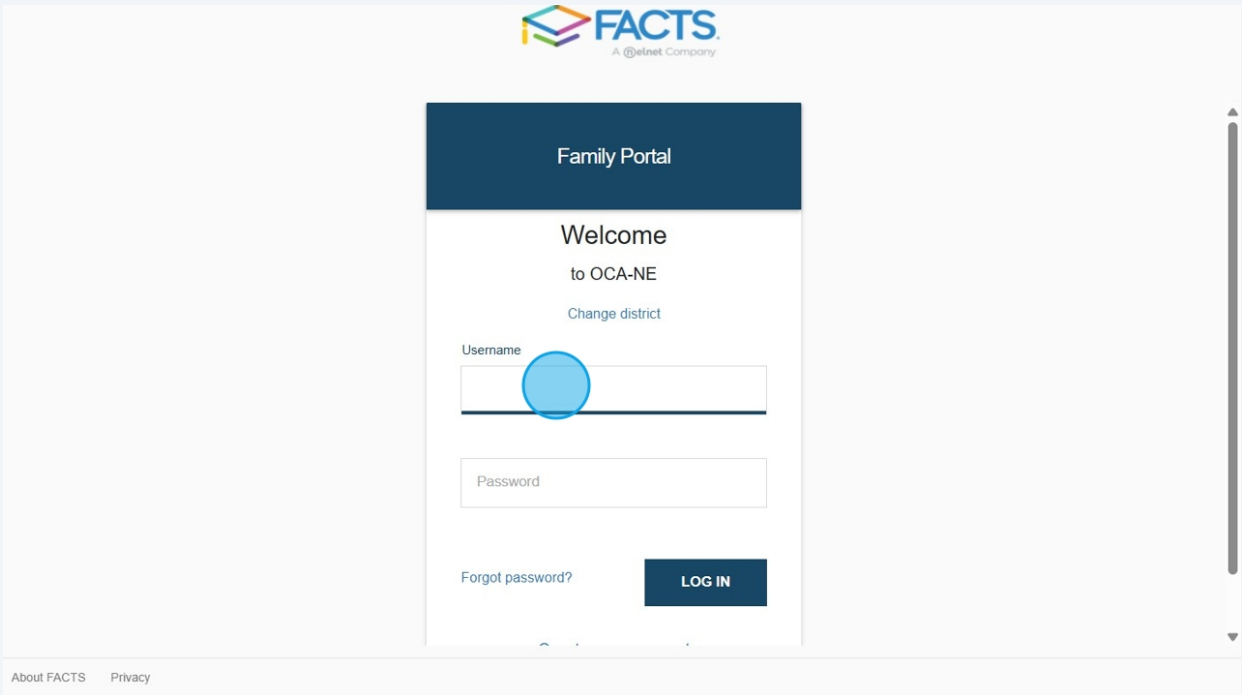
3 Enter District Code - "OCA-NE".



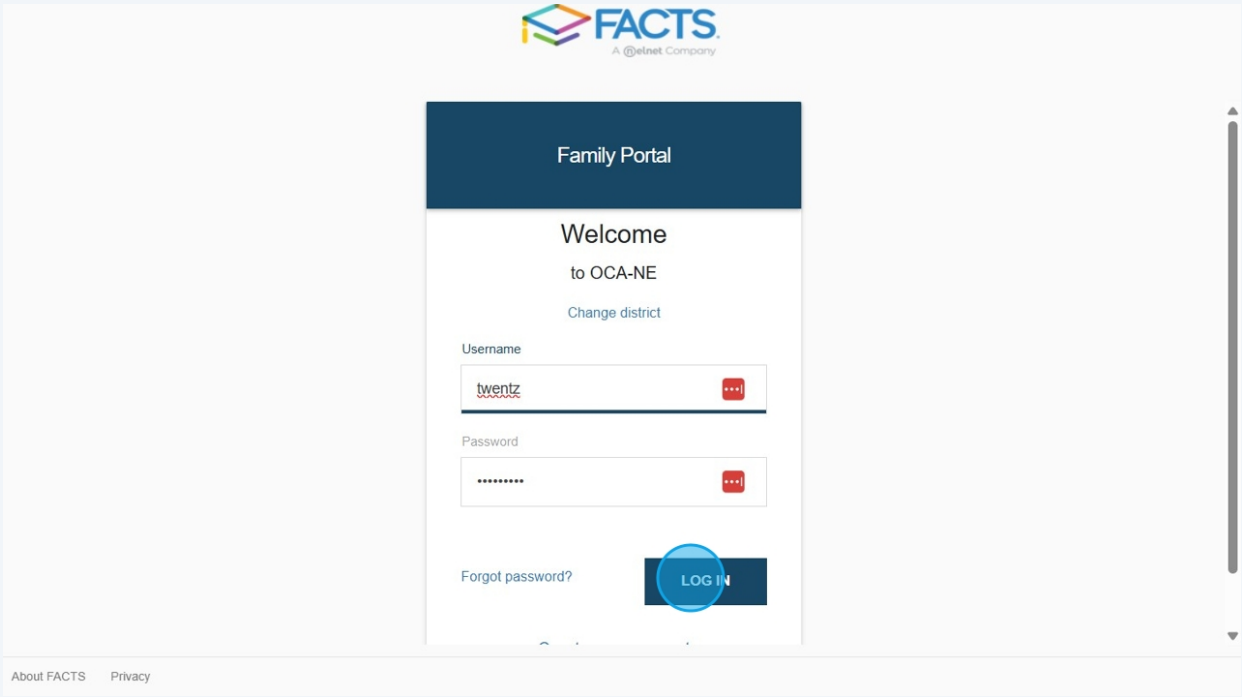
4 Click "Next"



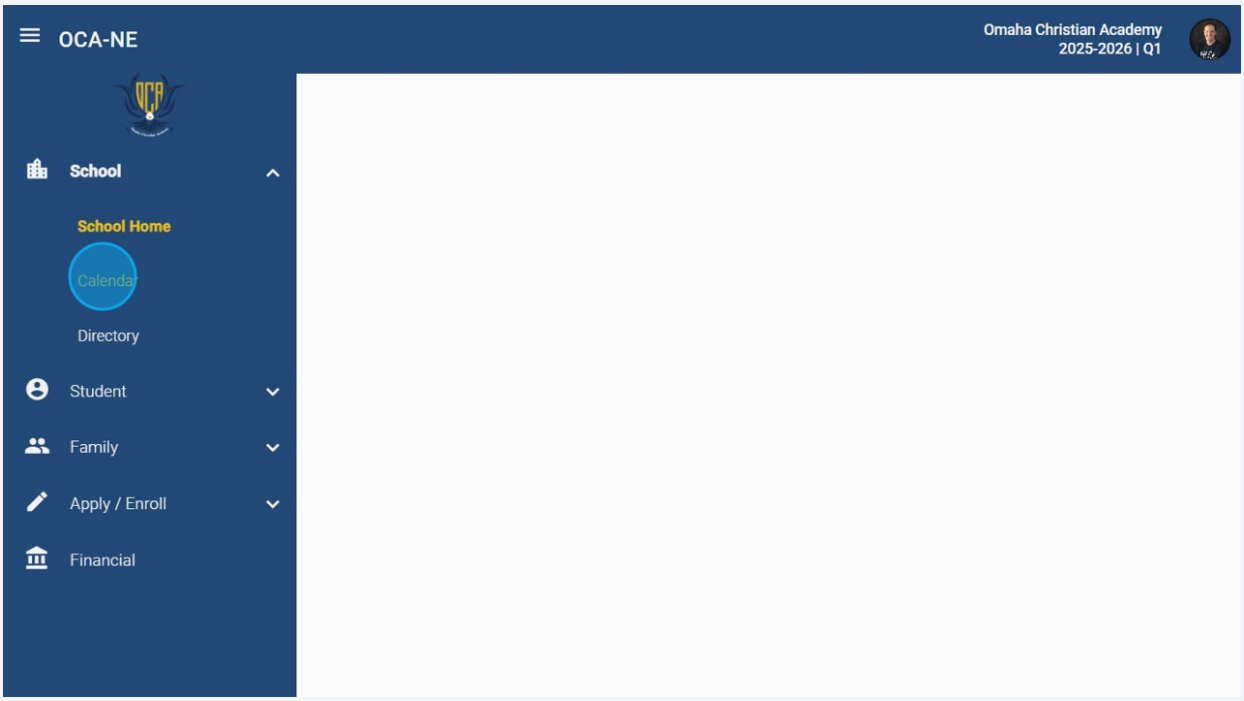
5 Enter "Username" and "Password"



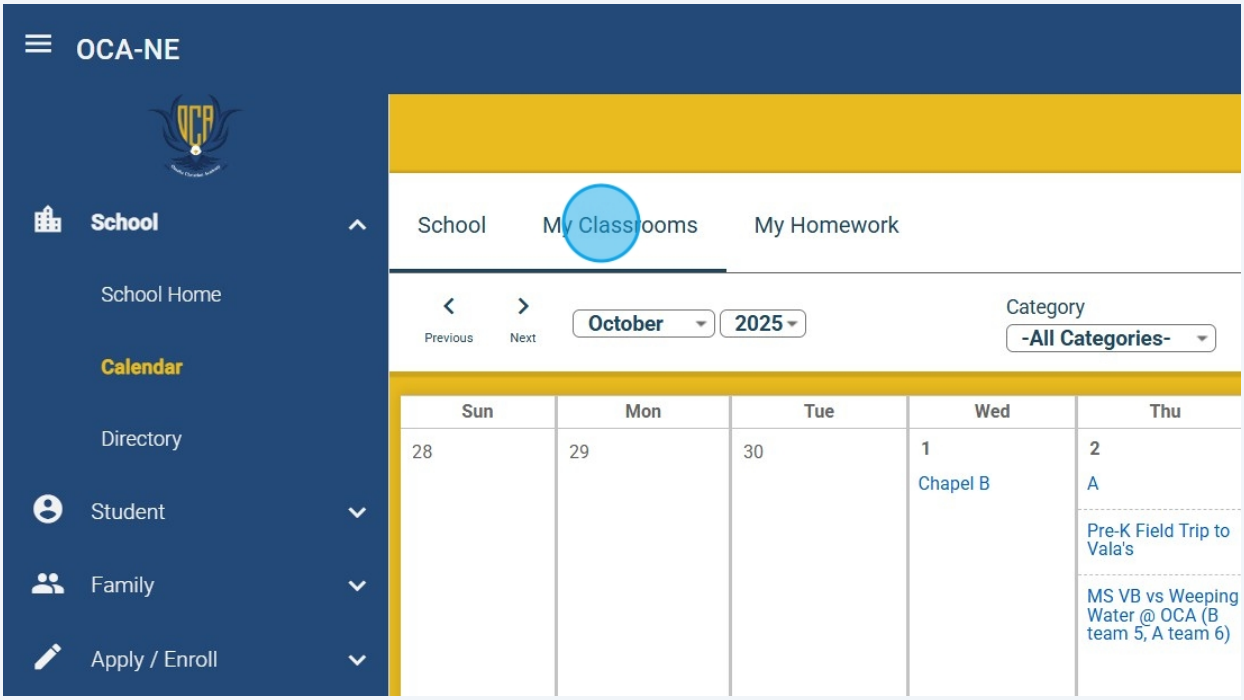
6 Click "LOG IN"



7 Click "Calendar"

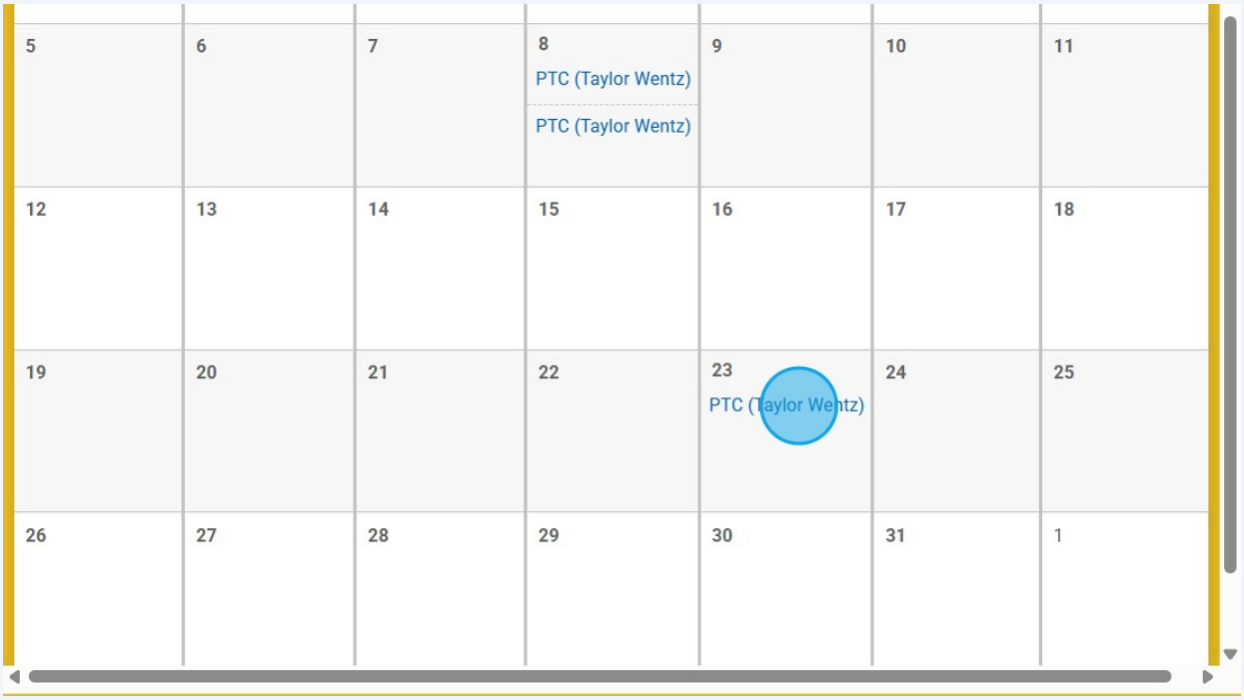


8 Click "My Classrooms"

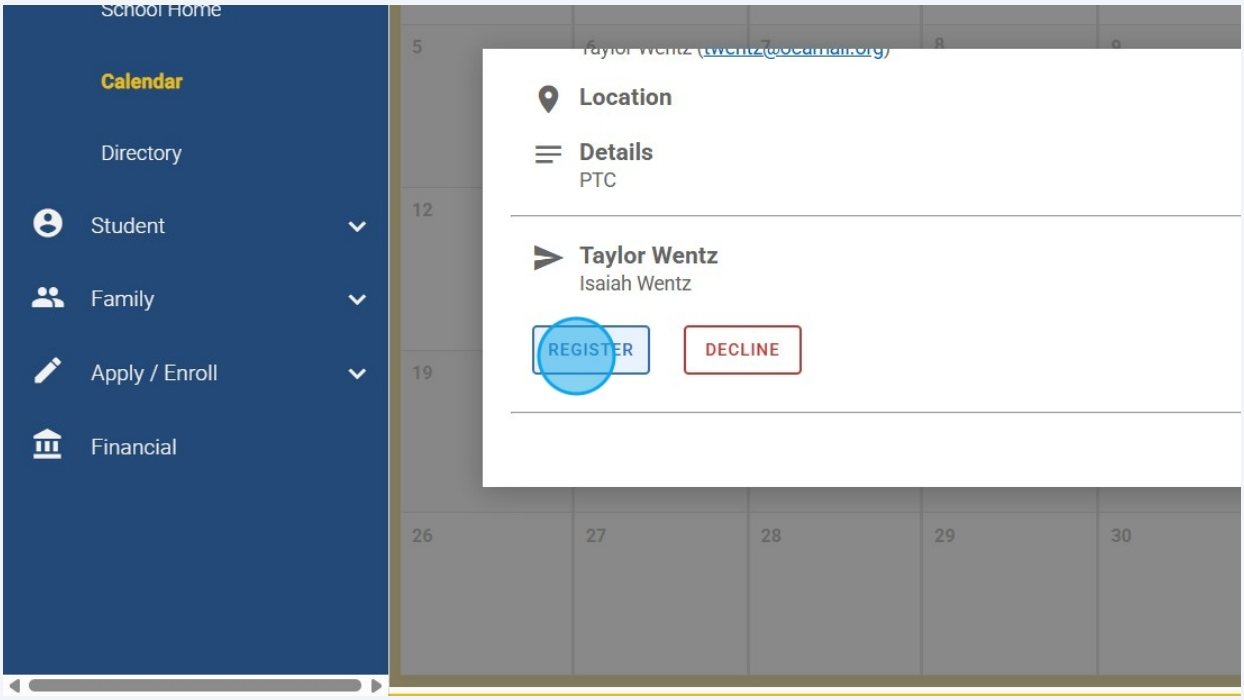


9 Find the teacher you want to sign up for conferences with.

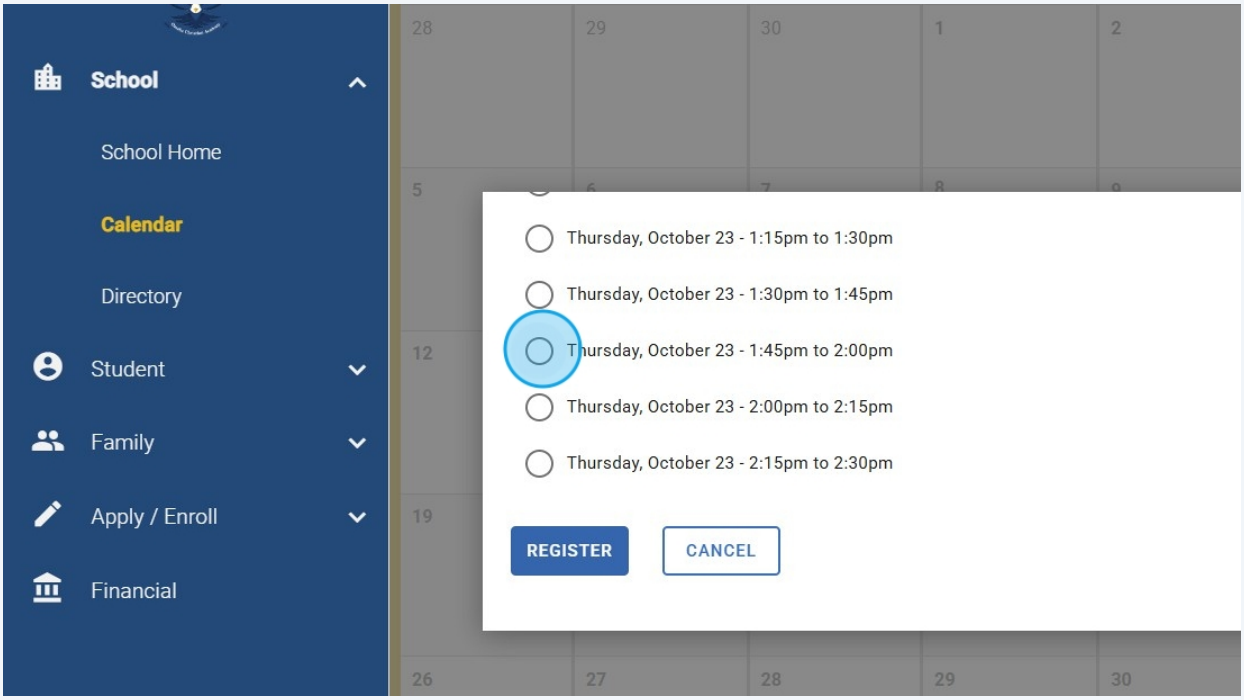
10 Click "Parent Teacher Conferences (Teacher Name)"



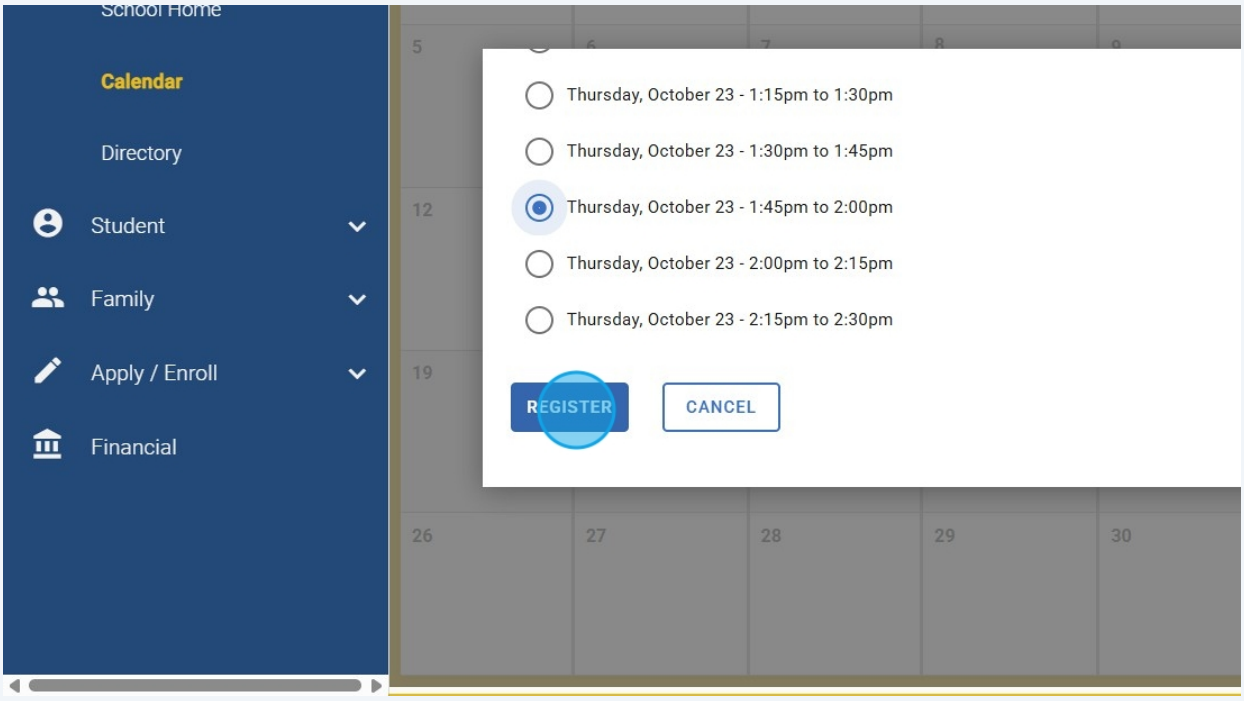
11 Click "Register"



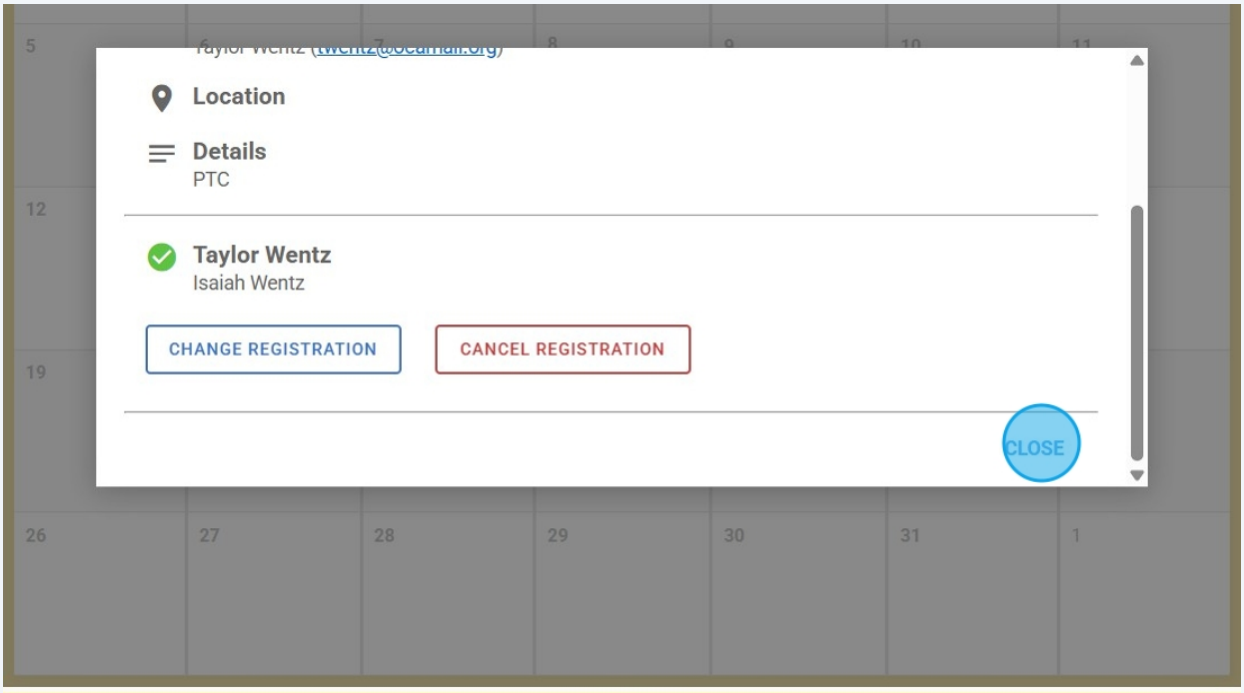
12 Click this radio button next to the time slot you want to register for. Note that only available timeslots for that teacher will appear.



13 Click "Register"



14 Click "Close"



15 Repeat Step 10 thru Step 14 for any additional teachers you want to meet with by clicking on their name.

Tip! Only one person per household needs to sign up for a conference.