



FACTS Family Portal is a private and secure parents' portal that allows parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's grades (grades 5-8 only), attendance & homework, plus keep track of your volunteer hours.

Our Lady of Hope School also uses FACTS to send urgent text or voice messages for last minute changes, weather delays or other emergency events. It is important that your contact information and emergency contacts be up to date.

Here's how to access the Portal:

- Go to www.factsmgmt.com and click **Parent Login**, then select **FACTS Family Portal (ParentsWeb)**.
- Type the school's **District Code**: **io-wa**
- Click **Create New Family Portal Account**.
- Type your email address (the one the school office uses) and click **Create Account**. An email will be sent which includes a link to create your login. The link is active for 6 hours.
- From the email, click the link to create your Family Portal (ParentsWeb) 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	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>
				<input type="button" value="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	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value=""/>
				<input type="button" value="Save User Name and/or Password"/>

You may now log in to Family Portal using your new user name and password.

- FACTS also has an easy to use smart phone app called FACTS Family. Search for it in your app store to allow
- Family Portal allows you to access:
 - Student attendance and daily grades (for grades 4-8 only)
 - Update family information and emergency pick up contacts
 - Keep track of volunteer hours

