

## CREATING YOUR FAMILY PORTAL ACCOUNT

- Go to [www.factsmgt.com](http://www.factsmgt.com)
- Click Parent Log in
- Click FACTS Family Portal
- Click "Create New Family Portal Account"
- District Code: **ICS-NC**
- Type in your email address
- Click Create Account: an email will be sent which includes a link to create your Family Portal login. The link is active for 6 hours
- Once you receive the email, select click to Create your Family Portal Login
- A web browser displays your Name and FACTS Person ID
- Type a User Name, Password, and Confirm your 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
- You can now log into Family Portal with your newly created ID.