

# How to Submit Course Requests on FACTS Family Portal

Scribe

1 Navigate to <https://factsmgt.com/>



## 2 Click "Log In Here"

Parents and School Administrators > **Log In Here** | USA

**FACTS**  
A @net Company

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# 35+ Years of Elevating Education

FACTS® provides modern education technology and learning services that help our customers focus on what matters most –supporting the growth of their schools, businesses, and faith communities.

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## 3 Click "Family Portal Login"

USA International

### USA

#### For Families

**Family Portal Login** >

Payment Plans / Financial Aid >

My Catholic Faith Delivered Login >

#### For Schools

Payment Plans / Financial Aid Management >  
Looking to manage payments and financial aid?

Student Information System >  
Looking to track school and student information?

FACTS Clubs >

#### For Church Administrators

aware3 Sign in on Impact Platform >  
Looking to manage donors and fundraising efforts?

My Catholic Faith Delivered Login >

4 Type "bv-fl"

5 Click "Next"

Sign in  
to continue to FACTS SIS

District Code

Create Account Next

About FACTS Privacy

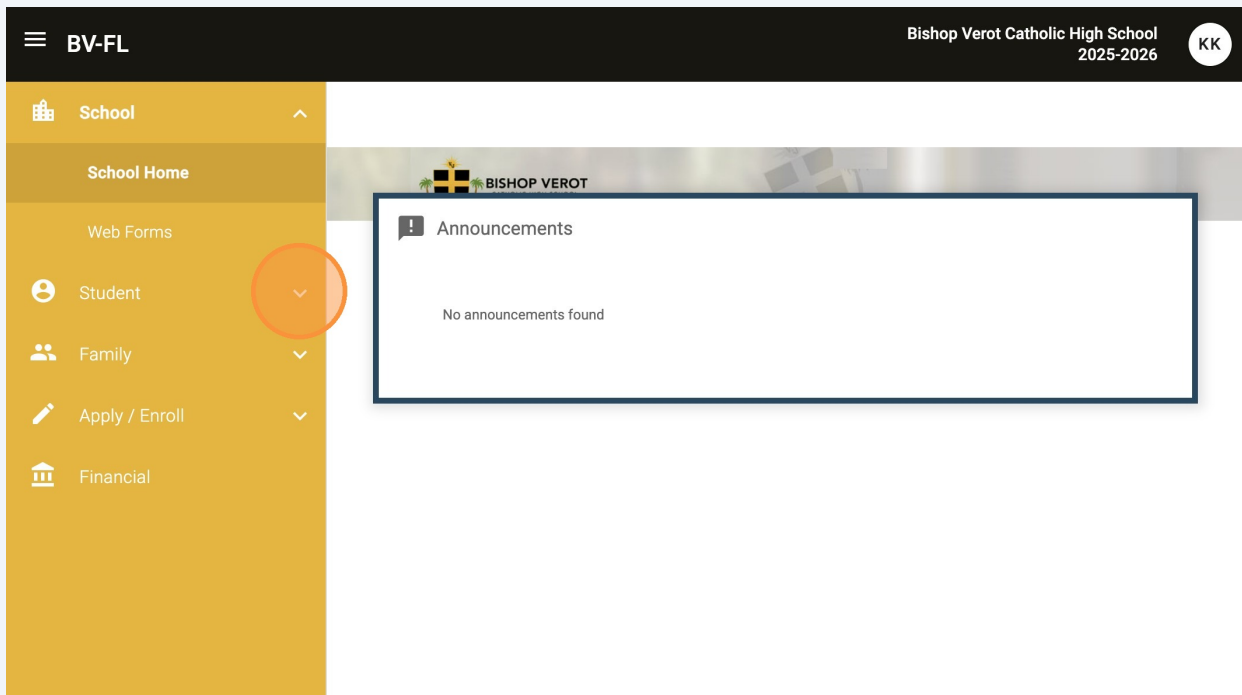
6 Enter your parent username and password

The screenshot shows the 'Family Portal' login interface. At the top, a dark blue header contains the text 'Family Portal'. Below this, the text 'Welcome to BV-FL' is centered, followed by a blue link 'Change district'. The 'Username' field is highlighted with an orange circle, and the 'Password' field is visible below it. A dark blue 'LOG IN' button is positioned to the right of the 'Forgot password?' link. At the bottom left, there are links for 'About FACTS' and 'Privacy'.

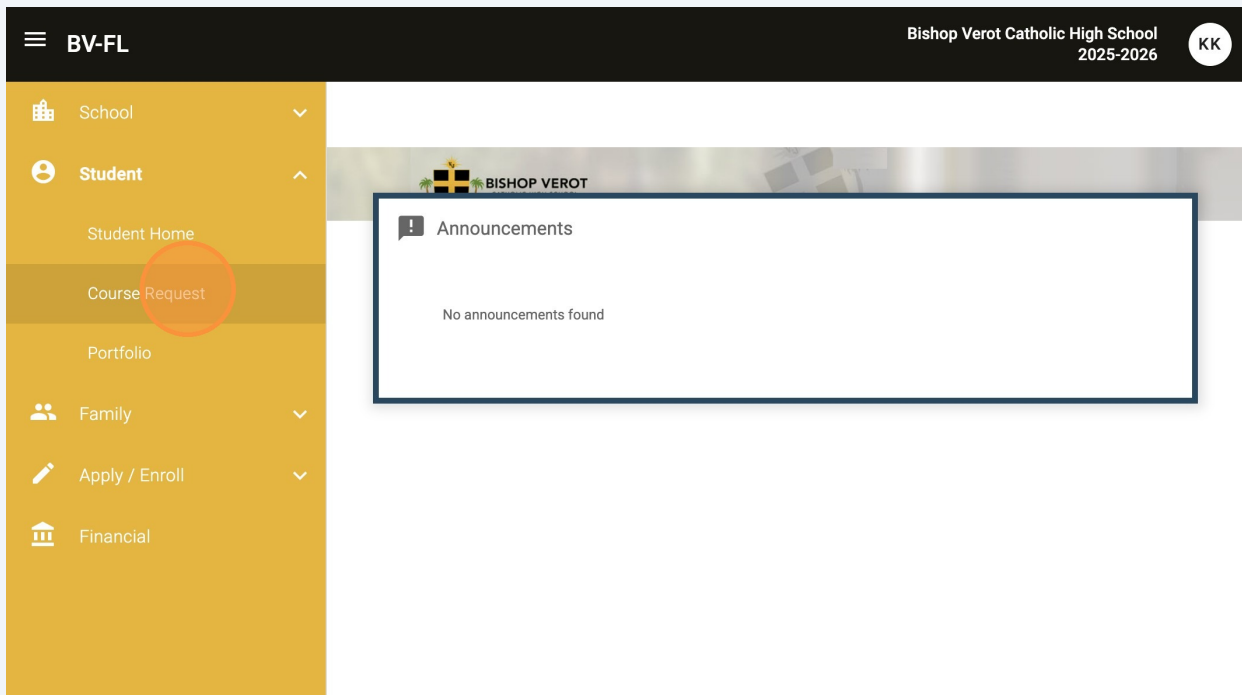
7 Click "Log In"

This screenshot is identical to the previous one, showing the 'Family Portal' login page. However, the 'LOG IN' button is now highlighted with an orange circle, indicating the next step in the process. The 'Username' and 'Password' fields are filled with black text and dots, respectively. The 'Forgot password?' link and the 'About FACTS' and 'Privacy' links remain visible at the bottom.

8 Click on the down arrow next to student



9 Click "Course Request"



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Review your student's recommendation and choices.

BV-FL Bishop Verot Catholic High School 2025-2026 KK

School Student Course Request Portfolio Family Apply / Enroll Financial

**Recommended courses**  
Accepting a recommendation adds the course as a request. It does not guarantee enrollment in the course.

Course	Title	Accept?
ANA PHYS H	Anatomy & Physiology Honors	<input type="checkbox"/>
AP LANG	AP English Language	<input checked="" type="checkbox"/>
AP ENVIRONMEI	AP Environmental	<input type="checkbox"/>
AP HUMAN GEO	AP Human Geography	<input type="checkbox"/>
AP PSYCH	AP Psychology	<input type="checkbox"/>
AP US GOV	AP U.S. Government	<input type="checkbox"/>
ENV SCI H	Environmental Science Honors	<input type="checkbox"/>
GEOM H	Geometry Honors	<input type="checkbox"/>

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Students can accept some recommendations, and leave others blank if not needed

Student Course Request Portfolio Family Apply / Enroll Financial

**Recommended courses**  
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ANA PHYS H	Anatomy & Physiology Honors	<input type="checkbox"/>
AP LANG	AP English Language	<input checked="" type="checkbox"/>
AP ENVIRONMEI	AP Environmental	<input type="checkbox"/>
AP HUMAN GEO	AP Human Geography	<input type="checkbox"/>
AP PSYCH	AP Psychology	<input checked="" type="checkbox"/>
AP US GOV	AP U.S. Government	<input type="checkbox"/>
ENV SCI H	Environmental Science Honors	<input type="checkbox"/>
GEOM H	Geometry Honors	<input type="checkbox"/>
LAW STU H	Law Studies Honors	<input type="checkbox"/>
MAR SCI H	Marine Science Honors	<input type="checkbox"/>

**12** Students may not select a higher level course than was recommended.

Students may select a lower level than was recommended.

Accepting a recommendation adds the course as a request. It does not guarantee enrollment in the course.

Course	Title	Accept?
ANA PHYS H	Anatomy & Physiology Honors	<input type="checkbox"/>
AP LANG	AP English Language	<input checked="" type="checkbox"/>
AP ENVIRONMEI	AP Environmental	<input type="checkbox"/>
AP HUMAN GEO	AP Human Geography	<input type="checkbox"/>
AP PSYCH	AP Psychology	<input checked="" type="checkbox"/>
AP US GOV	AP U.S. Government	<input type="checkbox"/>
ENV SCI H	Environmental Science Honors	<input type="checkbox"/>
GEOM H	Geometry Honors	<input type="checkbox"/>
LAW STU H	Law Studies Honors	<input type="checkbox"/>
MAR SCI H	Marine Science Honors	<input type="checkbox"/>

**13** Students should go into the form and choose all of their classes on their own account. Students need 7 courses to fill a schedule. Help them review and make sure there are 7 total and alternates where required.

The ONLINE REQUEST PORTAL opens on **January 21** and closes on **February 3**.

All Bishop Verot students must choose 7 courses to fill the 7 period day.

You must select the course level you were recommended for, or choose the level lower. You may not choose a higher level without a teacher recommendation. Prerequisites must be met. The Honor Code will be enforced.

Please refer to the [Curriculum Guide](#) for course descriptions and pre-requisites. See your School Counselor with questions.

Core Courses	Select ONE class for each required subject. Use ALTERNATE only if you are doubling up on subject.
Theology Semester 1	Religious Studies Honc
Theology Semester 2	Select Primary Select Alternate
English	AP English Language Select Alternate
Math	Geometry Honors

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Theology is required for all BV students each semester and is pre-loaded by grade. Semantics is an option for juniors and seniors that requires a teacher recommendation.

Core Courses	Select ONE class for each required subject. Use ALTERNATE only if you are doubling up on subject.
Theology Semester 1	Religious Studies Hono
Theology Semester 2	Eastern and Western H Select Alternate
English	AP English Language Select Alternate
Math	Geometry Honors Select Alternate

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Once all courses have been chosen, click the "I have reviewed and approved the course requests selected for my student" required field. Only the parent can click this option by logging in to the parent account. This constitutes your signature.

need to pair with another half year) Select Alternate

**Home Study**  
*Offered in period 1 only; non-credit earning* Chose Fall, Spring, Both, or leave blank if not requested.

Home Study Select Primary  
Select Primary

**Review submission**

I have reviewed and approved the course requests selected for my student.  
Required

Save

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Click "Save." Student course requests and your approval will be saved for 2026-27.  
NOTE: This step can only be done once and cannot be edited.

<b>Student</b> ^ Student Home <b>Course Request</b> Portfolio Family v Apply / Enroll v Financial	need to pair with another half year)	Select Alternate v
	<b>Home Study</b> <i>Offered in period 1 only; non-credit earning</i>	Chose Fall, Spring, Both, or leave blank if not requested.
	Home Study	Select Primary v Select Primary v
	<b>Review submission</b> <input checked="" type="checkbox"/> I have reviewed and approved the course requests selected for my student. Required	

**Save**