



Creating Your FACTS/LMS Student Account

Follow these steps to create your student account for FACTS and the Learning Management System (LMS). You'll use this account to **view assignments, submit work, and access class information.**

Step 1: Go to the FACTS Family Portal

Visit the FACTS Family Portal from the top of the Metrolina Christian Academy website.

Step 2: Create a New Account

Click Create a New Family Portal Account.

Step 3: Enter Your Information

District Code: MCA-NC

Email Address: **Your MUST use Metrolina student email address (not a personal email).**

Click Create Account.

Need your student email or password? Contact Mrs. Ferguson for assistance.

Step 4: Check Your Student Email

Sign in to your Metrolina student Gmail account.

Open the email from FACTS Technical Support.

Click the link to create your Family Portal login.

Step 5: Set Your Username & Password

Your username should already be your student email address.

Create a password (using your Google password is recommended for consistency).

Click Save Username and/or Password.



Step 6: Sign In

Return to the FACTS Family Portal.

Log in using your new username and password.

Be sure to select Student when logging in.

Step 7: Access Your Classes

Once logged in, click LMS to view:

Assignments

Due dates

Class resources

Coursework and submissions

You can also log in directly at **lms.renweb.com** using the same student username and password you created for FACTS.

Important: *Parent FACTS accounts cannot access the LMS. Students must use their own student account to view assignments and submit work.*