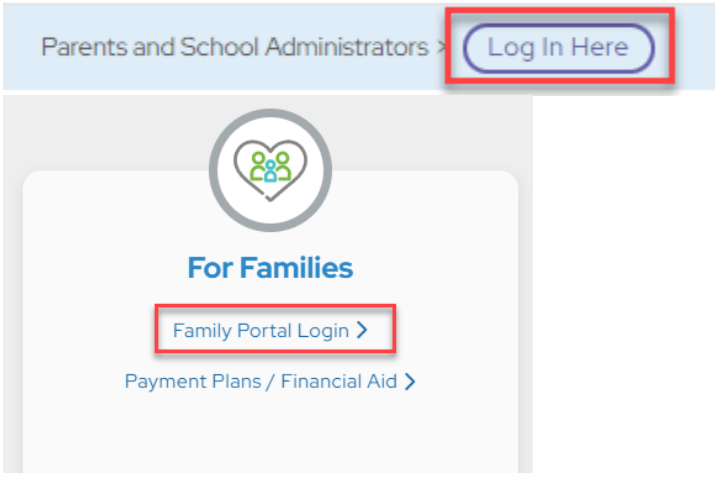
SINGLE LOG IN THROUGH FACTS FAMILY PORTAL

Log into the FACTS Family Portal by going to: www.factsmgt.com – Click on **"LOG IN HERE"** next to Parents and School Administrators

In the "For K-12 Families" box, choose FAMILY PORTAL LOGIN:



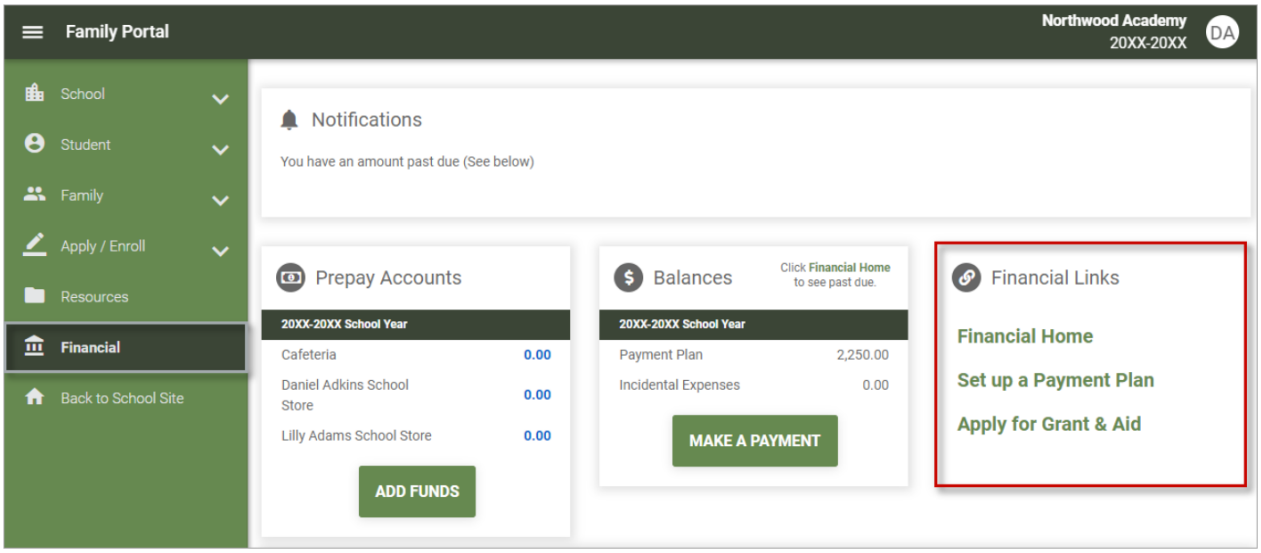
Log In Information:

- Our school's District Code is: **set-in**
- User Name and Password for SIS Family Portal

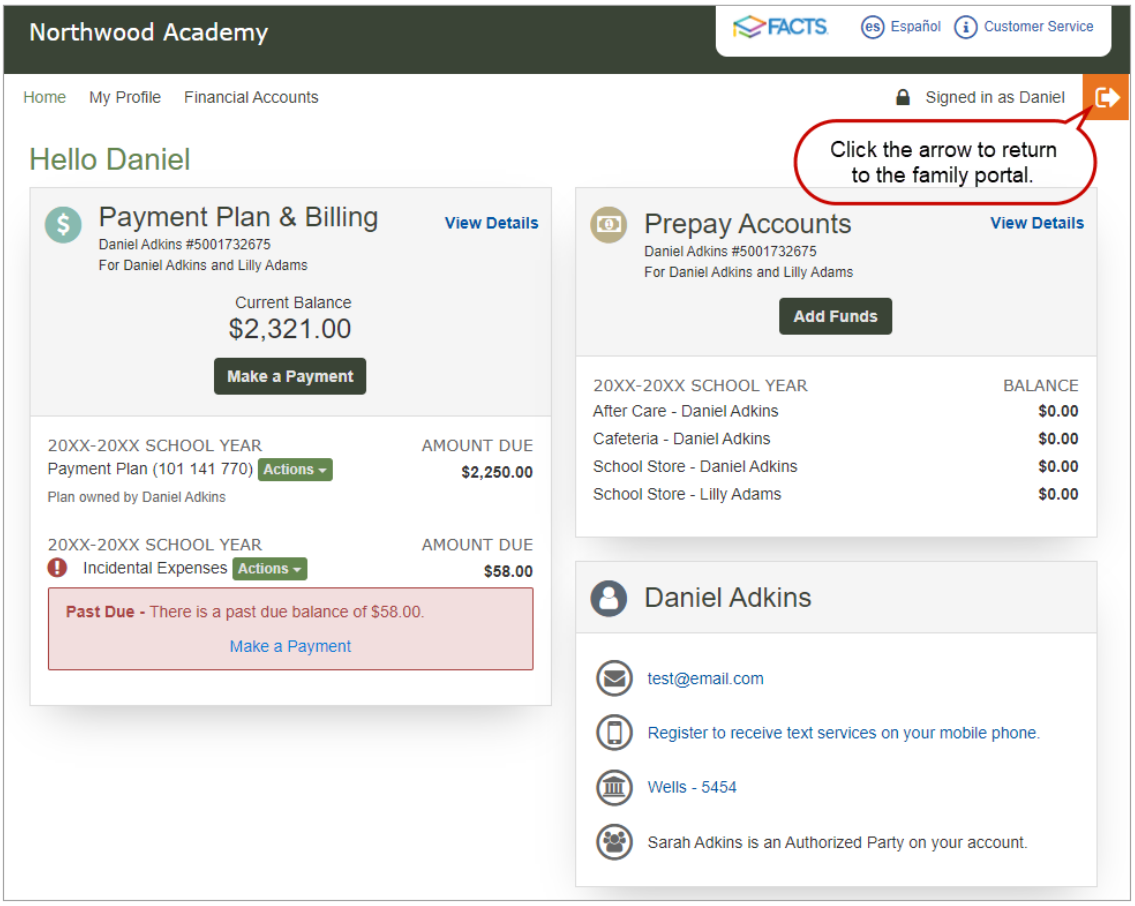
Note: Click on CREATE NEW ACCOUNT if you have not created a Family Portal Log In already – **using the email address on file with the school**, set up a new Log In

NEW FAMILY PORTAL VIEW

You will now see the highlighted "Financial" tab at the bottom of the left navigation. When you click on the **FINANCIAL** tab on the left navigation, you will now see a real time view of your financial account balances. You can click on **FINANCIAL HOME** in the right column to see all financial details (payment schedule, transaction list and balance summary) for the Payment Plan and/or Incidental Expense balances listed on the summary:



Clicking on **FINANCIAL HOME** will take you to your Financial Dashboard. You'll notice that the section with your demographic data is no longer there, since it is now managed through the SIS Family Portal:



APPLYING FOR GRANT & AID

The one exception to the single sign on through FACTS Family Portal is when you are filling out an application for Grant & Aid. This is a separate log in and if you previously applied for aid, you will continue to use the same login you previously used to apply. Or if you are new to the aid application process, you can create a new login for that. To apply for aid (or review your past aid applications), go to: www.factsmgt.com/aid or click the **APPLY FOR GRANT & AID** link on the right column menu of the FINANCIAL tab in FACTS Family Portal:

