ENGAGE, **ENRICH, EMPOWER**

SHELTON

Instructions for Resetting a Family Portal Password

1. Click FACTS Family Portal

2. Enter SHELTON-TX in the District Code field.

3. After the Login screen opens, select **Forgot Password.**

4. Enter in the Email field your email address as used for Shelton communication, and click Submit.

5. Click the **Reset Password** button.

6. You will receive an email from FACTS SIS Customer Support containing a link that will allow you to gain access to a page where you can change your password.

7. Click on the link. Type your desired password into the Password field and into the Confirm field.

8. Click on the **Save Password** button, close the Window.

Questions or troubles? Contact Wendy in Admissions:
admissions@shelton.org