ENGAGE, **ENRICH, EMPOWER**

SHELTON

Instructions for Resetting a Family Portal Username

1. Click FACTS Family Portal

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

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

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

5. You will receive an email from FACTS SIS Customer Support containing a verification code.

6. Return to the portal and enter the verification code.

7. Set your new password and then click **Submit**.

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