

Accessing PARENT Family Portal on FACTS

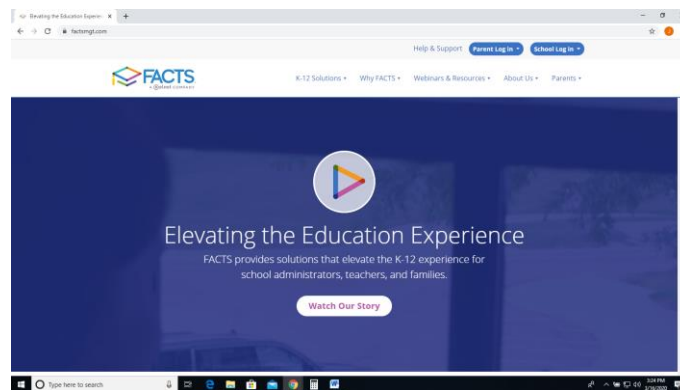
FACTS (formerly known as RenWeb) School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

Family Portal allows you to access:

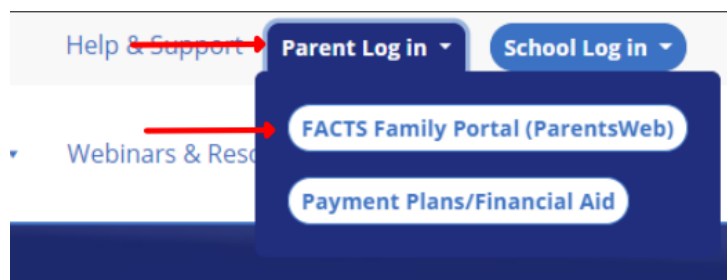
- Student attendance and grades
- Progress reports, reports cards and transcripts
- Lesson plans and homework
- Family billing information

How to create your PARENT Family Portal account on FACTS (formerly Renweb):

1. Enter <http://www.factsmgt.com>. Your screen should appear like the image below.



2. Near the top right, click on *Parent Log in*, then *FACTS Family Portal (ParentsWeb)*.



Accessing PARENT Family Portal on FACTS

- Click on *Parent*, then click *Create New Family Portal Account*.



Family Portal Login

District Code:

User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

Parent Student Staff

[Create New Family Portal Account](#)

- Enter the following:

District Code: SP-SC

Email: *This is the email address you provided on your registration form*

Then select *Create Account*.



Family Portal Login

District Code: * Required
SP-SC

Email:
johndoe@southpointechristianschool.org

[Back to Login](#)

Accessing PARENT Family Portal on FACTS

5. The following confirmation message should appear.

Family Portal Login

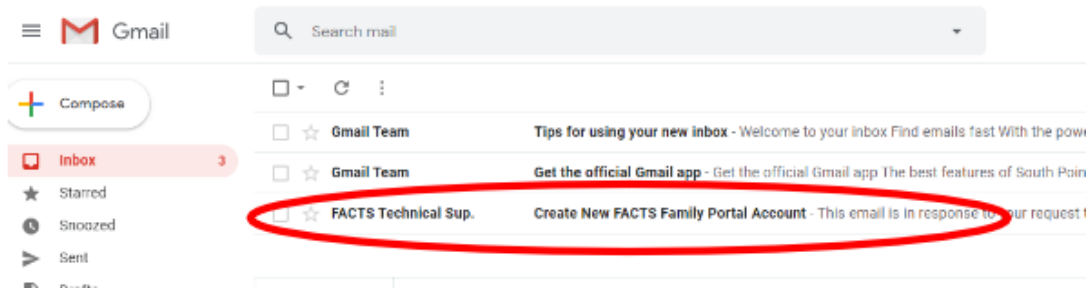
District Code:

Email:

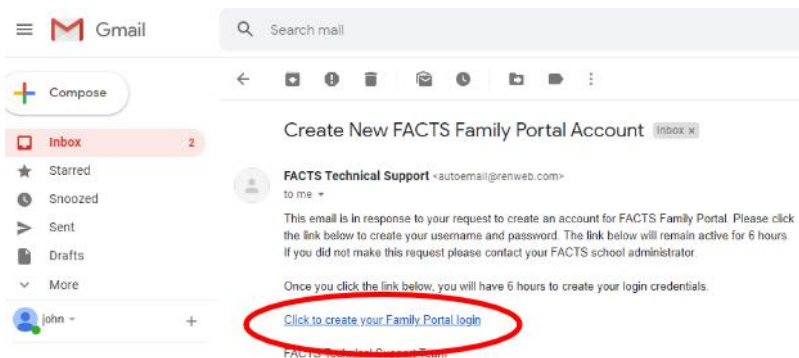
An email has been sent to johndoe@southpointchristianschool.org. Please check the email and click link provided to gain access to page where you can create your username and password. For security purpose that link will only be active for 6 hours.

[Back to Login](#)

6. Login to your email account to open the confirmation email.



7. Click the hyperlink: *Click to create your Family Portal login.*



Accessing PARENT Family Portal on FACTS

8. You will be redirected to the image below. Enter a Username and enter your password. Under *Confirm*, enter the same password. NOTE: Passwords must be at least 6 characters long and they must include both letters and numbers. Click Save Username and/or Password.

Change/Create Password

Name	Person ID Username	Password	Confirm	
████████████████████	<input type="text"/>	<input type="password"/>	<input type="password"/>	<input type="button" value="Save Username and/or Password"/>

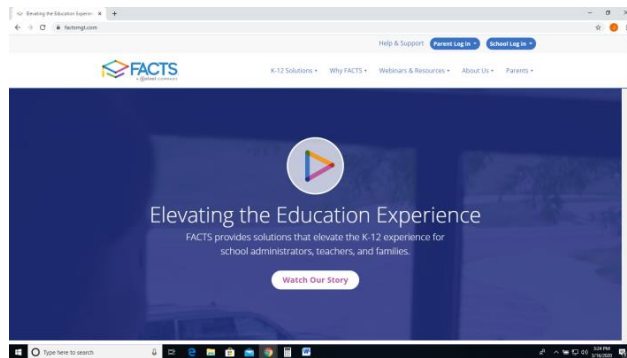
9. If done correctly, you should see the following:

Username/Password successfully updated.

Change/Create Password

Name	Person ID Username	Password	Confirm	
████████████████████	<input type="text"/>	<input type="password" value="*****"/>	<input type="password"/>	<input type="button" value="Save Username and/or Password"/>

10. Reopen <http://www.factsmgmt.com>. Your screen should appear like the image below.



11. Near the top right, click on *Parent Log in*, then *FACTS Family Portal (ParentsWeb)*.



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12. Enter the District Code (SP-SC), your newly created User Name, and Password. Then click on *Parent* and *Login*.



Family Portal Login

District Code:
SP-SC

User Name:
johndoe

Password (case-sensitive):

[Forgot User Name/Password?](#)

Parent Student Staff

Login

[Create New Family Portal Account](#)

13. You have now created your PARENT Family Portal Login!!

Viewing your child's daily class schedule

1. From the menu bar, left side of screen, click on *Student*, then *Schedules*.

Viewing your child's grades

1. From the menu bar, left side of screen, click on *Student*, then *Grades*.