

Creating NEW Family Portal Account in FACTS SIS

NOTE: Family Portal accounts must be created by the parent for the parent – not for the student

- Please go to www.renweb.com
- Select **Parent Login** option
- Click **Create New Family Portal Account**.
- **District Code** – type **SPT-FL** (this is not case sensitive)
- **Email** – enter a valid email address where you want to receive correspondence
- Click **Create Account** button.
- You will receive an email from FACTS SIS Support containing a hyperlink that allows you to create a username and password.
 - The link will only be active for **6 hours**.

****** Please make sure you create the account as a parent (not the student) ******

- Click on link and type username (you may use default username provided in email).
- Type in a password – remember this - the school cannot access for you later.
- Click **Save Username and/or Password** button.
- Close the window.
- Log into Family Portal as instructed above.