

Creating NEW Family Portal Account in FACTS SIS

2/24/20

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

Go to www.factsmgt.com/parents/

- Select **Parent Solutions**
- Click Parent Login drop down button (top of page)
- Click on **FACTS Family Portal (Parentsweb)** 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 for you to create a username and password. The link will only be active for **6 hours**.

- 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 by following the first three steps above.