

## Re-enrolling in FACTS SIS

2/24/20

### Browsers

- Google Chrome works best
- Safari and Firefox work too
- Microsoft Edge – MUST have latest version or won't work

### **To access Family Portal with a CURRENT login**

Go to [www.factsmgt.com/parents/](http://www.factsmgt.com/parents/)

- Select **Parent Solutions**
- Click Parent Login drop down button (top of page)
- Click on FACTS Family Portal
- **District Code** – type SPT-FL (this is not case sensitive)
- **Username and password** - if you forgot your username and/or password, click on the link for **Forgot User Name/Password**.
- Click on the **Parent** button
- Click **Login**
- Choose **Apply/Enroll** from the menu on the left
- Click on **Enrollment/Reenrollment** - another box opens to the right
- Click on the link **Click here to open Enrollment**
- The page will open with a link to the enrollment packet for your student
- **Primary parents** (who live with the child/ren) - select K-8<sup>th</sup> Grade Enrollment Packet or VPK/PreK-3 Enrollment Packet (whichever applies to your student)
- **Secondary Parents** - Select the Secondary Parent K-8<sup>th</sup> Grade Enrollment Packet or VPK/PreK-3 Enrollment Packet

### **Creating a NEW Family Portal Login**

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

Go to [www.factsmgt.com/parents/](http://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 that allows 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 as instructed above