

Notre Dame Parish School's Enrollment for the 2021-2022 school year is now open. Enrollment will be completed through an online process. I have provided step by step instructions the complete the enrollment.

Please take time now to complete reenrollment for next year.

To complete our online reenrollment process, you will need:

1. Create a Family Online Account. (**New Families Only, Returning Families may skip to Step 2**)
2. Complete the online enrollment via the enrollment link that has been sent to your Family Online Account.

## **STEP 1**

### Instructions for Creating a Family Online Login

- Please go to [www.factsmgt.com](http://www.factsmgt.com).
- Select **Parent Log In** from the menu bar and **FACTS Family Portal (ParentsWeb)** from the drop-down menu.
- After the FACTS Family Online Login screen opens, please select **Create New ParentsWeb Account**.
- Enter **ND-CO** into the District Code field. (Please include the hyphen)
- Enter in the Email field your email address as provided to the school when you first registered. Usually this is your personal email. If you need assistance or cannot remember which email address you used, please contact the school office.
- Click the **Create Account** button.
- You will receive an email from FACTS SIS Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into Family Online as instructed above.

## **STEP 2**

Complete the Online enrollment through Family Online:

- Please go to [www.factsmgt.com](http://www.factsmgt.com)
- Select **Parent Log In** from the menu bar and **FACTS Family Online** from the drop-down menu.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on **Apply/Enroll** in the left menu.
- Click on the **Enrollment/Reenrollment** link.

Our Online Enrollment system will open with a link to the enrollment packet for {StudentFirstName}. The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

The Instructions and Enrollment Checklist page of the enrollment packet contains supplemental enrollment forms that also must be submitted. Further instructions on these forms are provided online.

If you have any questions about the process, please contact the school office at 303-935-3549.