

Accessing Family Portal

FACTS Management gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

FACTS Family Portal is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's grades (grades 4-8 only), attendance, homework, conduct and pay tuition and fees, as well as other useful school information.

Here's how to access our easy-to-use **Family Online**:

- In Chrome, Firefox, Safari, or Internet Explorer go to www.factsmgt.com and click **Parent Login**, then select **FACTS Family Portal (ParentsWeb)**.
- Type the school's **District Code**: **io-wa**
- Click **Create New Family Portal Account**.
- Type your email address (the one the school office uses) and click **Create Account**. An email will be sent which includes a link to create your login. The link is active for 6 hours.
- From the email, click the link to create your Family Portal (ParentsWeb) login.
- A web browser displays your **Name** and **FACTS SIS Person ID**.
- Type a **User Name**, **Password**, and **Confirm** the password.

Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>
<input type="button" value="Save User Name and/or Password"/>				

- Click **Save User Name and/or Password**.
A message displays at the top of the browser, "**User Name/Password successfully updated.**"

User Name/Password successfully updated.				
Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password"/>
<input type="button" value="Save User Name and/or Password"/>				

- You may now log in to Family Portal using your new user name and password.
- Family Portal allows you to access:
 - Student attendance and daily grades (for grades 4-8 only)
 - Update family information and emergency pick up contacts
 - FACTS Tuition/Fees Management System (to pay tuition/fess)



Setting up a FACTS Payment Plan

Please select the FACTS tab on the left hand menu once logged into your FACTS Family Portal account and then Set up a Payment Plan.

1. **Plan Options:** Select a payment plan and click Next. Note plan dates, plan special messaging and information about possible fees.
2. **Payment Details:** Enter your financial account information.
3. **Payment Schedule:** Select your payment date and review your schedule.
4. **Review:** You can select the links to the right to go back and edit the entries. Check the box to agree to the Terms and Conditions, and click Authorize.
5. **Thank You:** Print or Email your confirmation page. It includes your agreement number which can be used to reference your tuition payment plan with your school and FACTS.

Process for Families Utilizing Funding from the Tulalip Tribe

1. Complete all registration forms and return to main office.
2. Access FACTS Family Portal, and select FACTS on the left hand menu. Create an account and select annual pay. You will be emailed an invoice within a few days.
3. You must submit the invoice to the Tulalip Tribes as soon as possible after receiving the invoice, as payment must be received within 2 weeks from the invoice date (or contact must be made from the Tulalip Tribe explaining the delay) in order to hold the student's spot in the classroom.
4. After payment is received from the Tulalip Tribe, the family is responsible for any additional tuition and fees. This can be paid through FACTS using the payment plan chosen on the Tuition Worksheet.

