



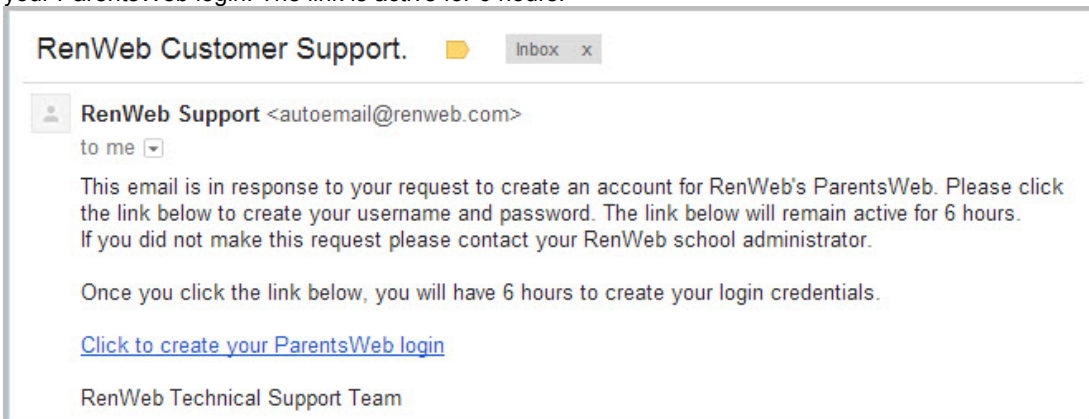
# STEP 1: Accessing ParentsWeb

**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!

**ParentsWeb** from **FACTS** 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, attendance, homework as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

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

- In Chrome, Firefox, Safari, or Internet Explorer go to [www.factsmgmt.com](http://www.factsmgmt.com) and click **Parent Login**, then select **FACTS Family Online (ParentsWeb)**.
- Type the school's **District Code: SHJM-WI**
- Click **Create New ParentsWeb Account**.
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your ParentsWeb login. The link is active for 6 hours.



- Select the **Click to Create your ParentsWeb login** link.
- A web browser displays your **Name** and RenWeb **Person ID**.
- Create a **User Name**, **Password**, and **Confirm** the password.

Click **Save User Name and/or Password**.

A message displays at the top of the browser, "**User Name/Password successfully updated.**"

A screenshot of the ParentsWeb account creation form. At the top, a green message reads "User Name/Password successfully updated." Below this is the heading "Change/Create Password". The form contains several input fields: "Name" (with "Callie Johnston" entered), "Person ID" (with "11519" entered), "User Name" (with "cjohnston" entered), "Password" (with "\*\*\*\*\*" entered), and "Confirm" (with an empty field). A "Save User Name and/or Password" button is located at the bottom right of the form.

- You may now log in to ParentsWeb using your new User Name and Password.