



# HORIZON CHRISTIAN SCHOOL

## ACCESSING YOUR FACTS FAMILY ONLINE ACCOUNT

### SCHOOL PARENTS & STUDENTS

**FACTS Family Online (formerly ParentsWeb)** is our private and secure student and parent portal that will allow you to view academic information specific to your children, while protecting your child's information from others. Below is a listing of some of the features you will be able to access.

- |                       |                              |                                       |
|-----------------------|------------------------------|---------------------------------------|
| 📖 Attendance          | 📖 School Calendar            | 📖 Web Forms                           |
| 📖 Daily Grades        | 📖 School Announcements       | 📖 Parent Alert Emergency System       |
| 📖 Progress Reports    | 📖 Staff and School Directory | 📖 Other Useful School Information     |
| 📖 Report Cards        | 📖 Teacher Email Addresses    | 📖 Online Enrollment and Re-enrollment |
| 📖 Lesson Plans        | 📖 Teacher Websites           |                                       |
| 📖 Homework            |                              |                                       |
| 📖 Missing Assignments |                              |                                       |



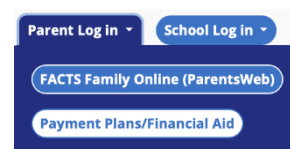
To access this information you no longer need to purchase the Home App, instead we now have a **free, accessible, and easy to use mobile experience** for parents and students. You can now access FACTS Family Online features and functions from a **desktop or laptop computer, tablet, or preferred mobile device**. FACTS Family Online and the FACTS Family App will automatically sync with our FACTS Student Information System data, and allow families to access data.

These tools give you a transparent look into the academic life of your student, as well as, allow you to make updates to your family demographics, medical information, permissions and rights. Please keep in mind that the demographic data that shows in FACTS Family Online, is the same data the school uses for all communication through phones, email, and direct mail. Therefore, it is essential that this information is kept current and accurate through the use of WEB Forms. See our "Maintaining Your FACTS Family Online Portal Document" for instructions regarding WEB Forms and keeping your data updated.

Below are instructions for parents/students to create their own account. \*High School students will use the Gmail account assigned by the school. \*\*Middle school students will need their own email account to create their separate FACTS Family Online account. **Students will not be able to view a sibling's information.**

Here is how to create your easy-to-use FACTS Family Online Portal:

1. Go to <https://factsmgt.com>. On the right hand side click **Parent Log In**, in the drop down screen click **FACTS Family Online (ParentsWeb)**.
2. Type the school's **District Code HC-OR**. This is NOT case sensitive.
3. Type in your **User Name** and **Password**:
  - For returning parents your login is the same as last year
  - For new 2019-2020 parents, your login is the same as when you signed up to enroll



Your **FACTS Family Online** portal will lock up after multiple failed attempts to login. If you need to reset your login or if you have questions, please contact the following for help.

**Elementary and Middle School: Debbie Roberts, droberts@horizon-christian.org**  
**High School: Michele Leisman, mleisman@horizon-christian.org**