



# HORIZON CHRISTIAN SCHOOL

## Accessing Your Account

### FACTS Family Portal

The FACTS Family Portal is a private and secure way you and your student can view their academic information. Parents with multiple students only need one account to view:

- Attendance
- Classes
- Homework
- Missing assignments
- Progress reports
- Medical information
- School calendar
- School announcements
- Staff & school directory

#### Log In To Parent Portal Account:

1. At **horizonchristian.school**, click **FACTS FAMILY PORTAL** in the top left-hand corner
2. Enter **District Code HC-OR**, User Name, and Password
  - Returning parents use the same login as last year
  - New parents use the login created during the enrollment process

Multiple failed login attempts will lock your account. To reset, please email the contact for your school listed at the bottom of this page.

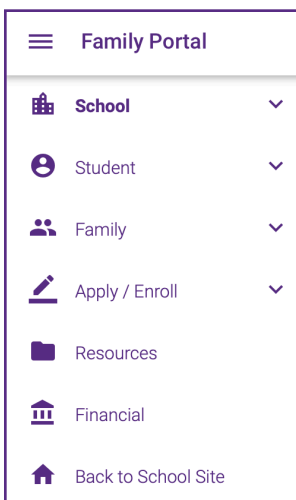
#### Additional Parent Account:

If an additional parent would like to have their own account, a separate email address is required for each Portal account. If there is not an email in the system for the new user, a current user must enter the additional email using the **Student Demographic** or **Custodial Parent Web Forms** (see reverse side).

Please allow the school two days for the email address to be updated in our system before setting up the new Family Portal account.

#### Student Account:

Students can create a separate account using their own email address. This only shows academic information specific to that student, not siblings. If you do not have an email address for your student and would like them to have their own account, please contact the school.



#### Accessing FACTS Financial Information and Payments:

1. In the **Family Portal**, on the left-hand-side, select **Financial**
2. A new page will open where here you can:
  - View current balance
  - View current and future payment plans
  - Change payment method
  - View FACTS Grant + Aid information
  - Make advanced tuition or fee payments

If you have any questions regarding the FACTS Family Portal, please contact:

- Elementary and Middle School: Debbie Roberts at droberts@horizonchristian.school
- High School: Tiffany Gould at tgould@horizonchristian.school