

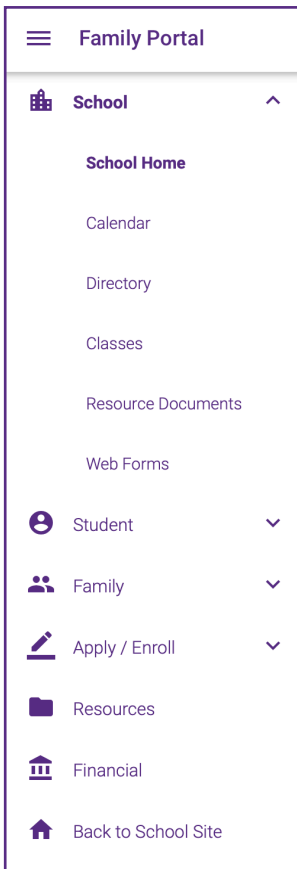


Maintaining Your Account

FACTS Family Portal

Parents have several important areas to manage in their FACTS Family Portal. Please verify that your parent account is set up with your preferences and accurate information.

Web Forms are where parents update family contact information, student medical information, and set their **Preferences** for emergency contact and progress reports. It is vital to keep this information accurate and up to date as the school uses this information for communication, student pick-up, and emergencies. (Please do not contact the school to update your information.)



Areas That Can Be Modified Using A Web Form:

- Student Demographics
- Emergency Contacts
- Medical Form
- Custodial Parent Form
- Grandparents Information
- Transportation (Pick-Up) Form

To Access Web Forms:

1. On the left side of **Family Portal**, click **School > Web Forms**
2. Click **Family Demographic Web Forms**, and select the area to edit


To set **Preferences**, select **Custodial Parent Form**, and scroll down to **Parent Preferences** to edit:

- Progress Report Emails
- Parent Emergency Alert

Changes to **Web Forms** are reflected in the system within two school days. Any **Custodial, Emergency Contact, or Transportation** changes update all linked family accounts.

To view the **Directory** in the **Family Portal**, on the left-hand side, click **School > Directory**

To Edit What Shows In The School Directory:

1. In the **Family Portal**, on the left-hand-side, click **Family > Family Home**
2. View **Family Members** in the drop-down menu at the top
3. To view or change the settings, next to **Preferences** click 

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

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- High School: Tiffany Gould at tgould@horizonchristian.school