

Accessing your **FACTS Family Portal Account**



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**, then click **“Next”**
3. Enter **User Name** and **Password**
 - Returning parents use the same login as last year
 - New parents use the login created during the enrollment process

Four failed login attempts will lock your account, and you must wait 30 minutes to try again. Or click **“Forgot Username/Password”** to reset your password.

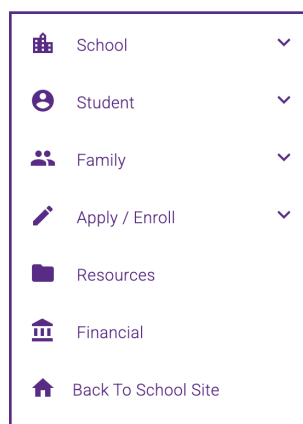
Additional Parent Account:

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). After you enter the district code, **“HC-OR”**, click **“Create Account”**

Please allow the school two business 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:

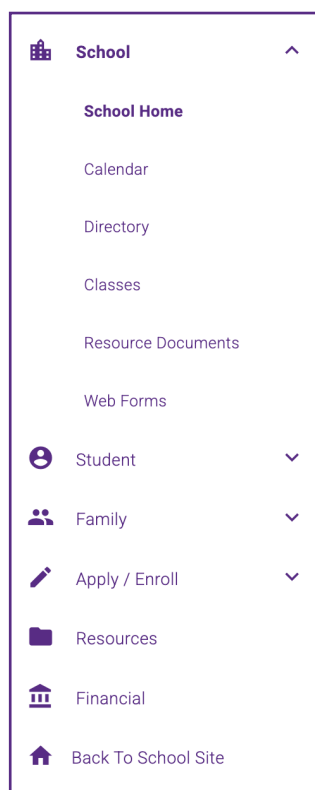
- Elementary and Middle School: Debbie Roberts at droberts@horizonchristian.school
- High School: Anna Platt aplatt@horizonchristian.school

Maintaining your FACTS Family Portal Account



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 contacts. 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 Information
- 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:

- Directory Preferences
- 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 Personal Details Show 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:

- Elementary and Middle School: Debbie Roberts at droberts@horizonchristian.school
- High School: Anna Platt at aplatt@horizonchristian.school