



FACTS Family Portal (aka RenWeb) INSTRUCTIONS TO CREATE AN ACCOUNT and/or EDIT INFORMATION

The FACTS Family Portal (aka RenWeb) will be used to view your student's grades, as well as, add authorized persons to your transportation pick-up list. It can also be used at any time to update your demographic info, ie: email addresses, street addresses, phone numbers, Home Parish, etc.

This part of FACTS is separate from the finance part of FACTS and you will need to create a separate account.

How to create an account:

- 1) Go to factsmgt.com
- 2) In the upper righthand corner click on "Parent Log In"
- 3) Then click "FACTS Family Portal"
- 4) Click on "Create New Family Portal Account"
- 5) In the District Code field, type in **STJ-AZ**
- 6) In the Email field, type in the email address you have given the school.
- 7) Select "Create Account"

Once you have created an account and logged in . . .

To view your student's grades

- 1) click on "Student"
- 2) then click on "Grades".

To add authorized persons to your transportation pick up list . . .

- 1) Click on "Family"
- 2) Click on "Family Home"
- 3) Click on "Family Demographic Form"
- 4) Then click on "Transportation" and add authorized names.

To update demographic information . . .

- 1) Click on "Family"
- 2) Click on "Family Home"
- 3) Click on "Family Demographic Form", then click on "Family" and edit the family members information
- 4) **OR** click on the drop-down tab at the top/middle of the page and click on the family member to edit.

To add a New Student application

- 1) Click on "Apply/Enroll"
- 2) Click on "Application(New Student)"
- 3) Click on "Click here to open Application"