

# Accessing FACTS Family Portal

**FACTS Management** gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

**FACTS Family Portal** is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's attendance, progress reports, homework, lunch account as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary.

Here's how to access our easy-to-use **Family Online**:

- In Chrome, Firefox, Safari, or Internet Explorer go to [www.factsmgt.com](http://www.factsmgt.com) and click **Parent Login**, then select **FACTS Family Portal (ParentsWeb)**.
- You can also access the website by going to the school website ([www.weddingtonchristianacademy.org](http://www.weddingtonchristianacademy.org)) and clicking on the Parent Portal icon in the right-hand corner.



- Type the school's **District Code**: **WD-NC**
- Click **Create New Family Portal Account**.
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your login. The link is active for 6 hours.
- From the email, click the link to create your Family Portal (ParentsWeb) login.
- A web browser displays your **Name** and FACTS SIS **Person ID**.
- Type a **User Name**, **Password**, and **Confirm** the password.

Change/Create Password					
Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>	<input type="button" value="Save User Name and/or Password"/>

- Click **Save User Name and/or Password**.  
A message displays at the top of the browser, "**User Name/Password successfully updated.**"

<b>User Name/Password successfully updated.</b>					
Change/Create Password					
Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value=""/>	<input type="button" value="Save User Name and/or Password"/>

- You may now log in to Family Portal using your new user name and password.



- Family Portal allows you to access:
  - Student attendance
  - Progress reports, reports cards and transcripts
  - Lesson plans and homework
  - School events and lunch calendar

Your screen should look similar to this....

The screenshot shows the Family Portal for Weddington Christian Academy. The top navigation bar includes links for About, Admissions, Academics, Activities, Missions, Parent Resources, Athletics, Support, and Contact Us. The left sidebar provides navigation for School Home, Calendar, Directory, Photo Gallery, Resource Documents, Web Forms, Student, Family, and Back to School Site. The main content area is divided into three sections: Announcements, Events, and School Calendar. The Announcements section features a link for 'ORIENTATION & FIRST WEEK OF SCHOOL SCHEDULES'. The Events section currently shows 'No events found.'. The School Calendar section lists key dates for the 2020-2021 school year, including the start of Q1, Q2, and various holidays like Labor Day and Columbus Day.

