CREATING YOUR
FACTS Family Portal Account

Instructions for creating a FACTS Family Portal Login
(if you don't already have one) :

#1: Please go to www.factsmgt.com

#2: Select **Parent Log in** from the menu bar and **FACTS Family Portal** from the drop-down menu.

#3: After the FACTS Family Portal Log in screen opens, please select **Create New Family Portal Account.**

#4: Enter the school's district code (**WSA-TN**) in the District Code field.

#5: Enter your email address of record with the school into the email field.

#6: Click the **Create Account** button.

#7: You will receive an email from FACTS SIS Customer Support containing a link that will allow you to create your username and password. *For security purposes the link will only remain active for 6 hours.*

#8: Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm field.

#9: Click on the **Save Username and/or Password** button.

#10: Close the window.

#11: You may now log into the Family Portal to set up your account and select your payment plan. Please visit the **Financial section** of the Family Portal to select your payment plan.

www.factsmgt.com