United in Christ to ignite the joy of faith, community, and learning.
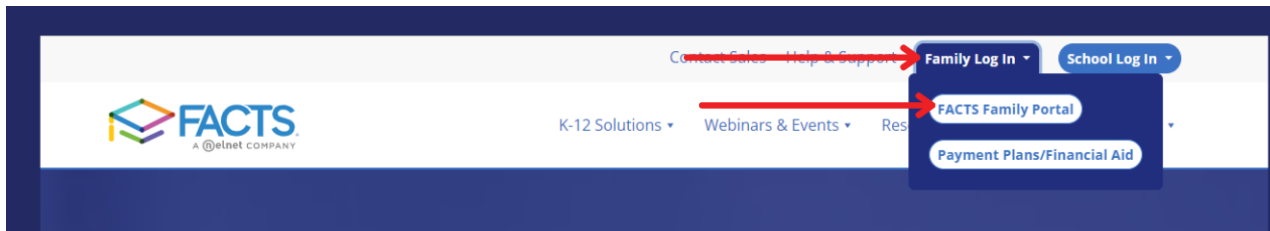
FACTS Family Portal Reminders:

- To access the Family Portal, visit www.factsmgt.com and click on Family Login.
- Enter our District Code: SSC-NE.
- At least one parent/guardian is required to have a FACTS Family Portal account to enroll.
- If you do not remember your username, please contact the school office. If you've forgotten your password, please use the link on the login page to recover it.
- If this is your first time creating a Family Portal Account, follow the below directions.

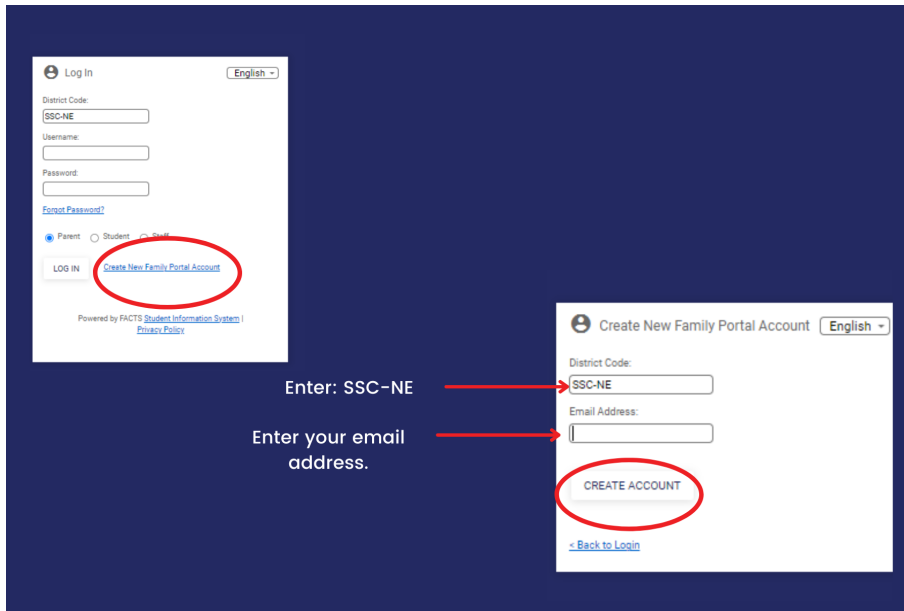## Creating Your *FACTS* Family Portal

To complete online re-enrollment, you will need to create a Family Portal account through *FACTS*. Please follow the below instructions to do so.

- Go to www.factsmgt.com.
- Select **Family Log In** from the menu bar and *FACTS* **Family Portal** from the drop-down menu.

(directions continued on next page)

- After the *FACTS* Family Portal Login screen opens, Enter (**SSC-NE**) into the District Code field.
- please select **Create New Family Portal Account**.
- In the Email field, enter your **email address:**
  - **New Families: This is the email address you received your student's enrollment packet at**
  - **Current Families: This is the email address that was provided during enrollment last year.** Contact the school office if you don't know which email is on file.
- Click the **Create Account** button.

- 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 remain active for 6 hours.
- **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.
- Click on the **Save Username and/or Password** button.
- You are done setting up your Username and Password. **You will not be redirected to a login page, simply close the window.**