



Our **FACTS Family Portal School Information System** gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet! This is like a perpetual Progress Report, you can always know exactly how your child is doing and not be left wondering or surprised later.

The FACTS Family Portal is a private and secure website that has been set up for our school to allow you to see complete information specific to your child. You can view your child's grades, attendance and homework, as well as other useful school information. You can also communicate with teachers online whenever necessary.

Here's how to access our easy-to-use FACTS Family Portal:

- Go to the website www.factsmgt.com
- Go to top right tab "Family Log In"
- Click on "FACTS Family Portal" in that drop down menu

Current Users:

- Input District Code: ca-nj
- Input User Name: the parent email address you provided to us (it has to be the one in our system), or the User Name you changed it to
- Input Password and click "enter", making sure "Parent" box below password box is highlighted

New Users OR Forgotten Passwords/User Names:

- Click on "Create New Family Portal Account" (or Current Users that have forgotten their password click "Forgot User Name/Password")
- An email will be sent to you quickly; you have 15 minutes to respond to it
- Click on the link in that email and follow those directions
- Go back to the Login screen
- Input District Code: ca-nj
- Input user name: your email address in our system
- Input newly created password
- Below, make sure "Parent" box is highlighted
- Press your Enter key

General Info:

- Look at tabs on left "Student"/Student Home, will give you summary of all grades by quarter on right, and look on top to navigate and get used to Family Portal; you can also click on subjects on right, and then click on top tabs "Gradebook Report" or "Homework"; or click on drop down menus for selecting another subject or child; top tab "Home" will give you email address for a teacher that can be used to email the teacher.
- **Students accessing their own FACTS Family Portal account**, follow all these same directions if you have a student email address in the school's system, and use that email address for User Name; the only thing different is click on "Student" button under the Password box.

FACTS Payment Plans

Signing up for your **tuition payment plan** is in this same place. Follow the same directions as for Facts Family Portal, but under the **PARENT LOGIN** drop down menu, you will *instead select* "**Payment Plans/Financial Aid**". Click REGISTER to create a Payment Plan account; it is suggested you use a different password than for Family Portal.

We look forward to your participation. Together, we can continue to improve your child's academic development and the communication between us. Please call us if you have any problems or questions: Phone: 732-363-3633, Laura Dafflisio, Director of Operations, Email: ldafflisio@calvaryacademy.org