

FACTS - Accessing Family Portal

Cornerstone Parents,

FACTS Family Portal 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 grades, attendance, homework and conduct, as well as other useful school information.

Accessing Family PORTAL Online

- In Chrome, Firefox, Safari, or Internet Explorer go to <http://FACTS.CSJax.org>
- Type the school's **District Code: CS-FL**
- 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 **Username**, **Password**, and **Confirm** the password.

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	cjohnston	*****	*****	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.**"

User Name/Password successfully updated.

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	cjohnston	*****		Save User Name and/or Password

- You may now log in to Family Portal using your new username and password.
- Family Portal allows you to access:
 - Student attendance and daily grades
 - Progress reports and reports cards
 - Lesson plans and homework
 - School events and lunch calendar

A video has been created to help our parents create their Family Portal Login.

Click this link to view the video - <https://vimeo.com/152634570>. The password to view this video is **Portal**.

