

# Family Portal Account Setup

**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 grades, attendance and homework, as well as other useful school information. The portal also allows you to communicate with teachers and other school staff online whenever necessary.

If you haven't created an account, please follow the setup instructions below to access **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)**.
- Select **Parent** or **Student** (depending on who is registering)
- Click **Create New Family Portal Account**.
- Type the school's **District Code** **GMHS-CA**
- 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.
- Create custom **User Name (or use pre-populated)**, **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"/>
				<input type="button" value="Save User Name and/or Password"/>

- You may now log in to Family Portal at [www.factsmgt.com](http://www.factsmgt.com) using your new user name and password.
- Family Portal allows you to access:
  - Student attendance, behavior and grades
  - Progress reports, reports cards and transcripts
  - School events
  - Resource Documents

