FACTS Portal Account and

Student Registration

Instructions for Creating a Family Portal Login

- Please go to [FACTS Family Portal](#)
- Select **Create New Family Portal Account**
- Enter your email address as provided in your application to the school.
- Click **Create Account**
- You will receive an email from FACTS Customer Support containing a link that will allow you to create your username and password. For security purposes this link will remain active for 6 hours.
- Log into Family Portal as instructed below.

To access Family Portal:

- Please go to [FACTS Family Portal](#)
- Type in your username and password. If you have forgotten your username or password, please click on the link provided
- Go to left-side Navigation Menu
- Click on **Apply/Enroll**
- Click on **Enrollment/Reenrollment**

Our Enrollment system will open with a link to the enrollment packet for {StudentFirstName}. The process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later. If you have any questions, please contact our office.