



**FACTS Family Portal (formerly RenWeb's ParentsWeb)  
IMPORTANT ANNOUNCEMENT**

**All Emergency and other Forms must be completed online** via the FACTS Family Portal each year. This will also allow you to easily update your information whenever there is a change in contact numbers or other data.

**NOTE: ALL STUDENTS MUST HAVE EMERGENCY CONTACT INFORMATION AND PERMISSIONS ON FILE AND UPDATED BEFORE THE START OF SCHOOL.** Students without complete emergency contact information and permissions on FACTSmgt.com will not be permitted to attend classes. There is no grace period or extension for any reason.

**After you have created your FACTS Family Portal account, log in to complete the Emergency Contact Information and Other Permissions.  
This must be reviewed, updated, and electronically signed each year.**

1. Log in to [www.FACTSmgt.com](http://www.FACTSmgt.com), and click on "Family Log In", then select "FACTS Family Portal" (see the next page for creating your account if you do not already have it set up from a previous year).
2. Type the school's District Code: **CHA-CA**, your username and password, and log in as a parent.
3. Look at the left of your screen under "School" and click on "Web Forms."
4. Every form needs to be clicked on, opened, completed, and saved.
  - A. Family Demographic Form
    - i. Student Demographics & Authorization to Treat (for each student)
    - ii. Field Trip Permissions (for each student)
    - iii. Custodial Parent Form (for each parent)
    - iv. Emergency Contacts & Pick-Ups (for each family)
    - v. Extended Day Care Sign-Up (for each student)
  - B. Middle School Specific Forms
    - i. MS Permission to Stay on Campus (optional for MS students)
    - ii. MS Acceptable Use Policy (AUP) (required for each MS student)
5. Remember to click on "SAVE" before clicking on "Return to Main Form" at the top of the page to go to the next item.

**On the next page are instructions for creating a FACTS Family Portal account if you have not already done so in a previous school year.**


Rev 7-7-2023

## Create a FACTS Family Portal Account

If you have not already set up a Family Portal (formerly called ParentsWeb) account in a previous year, you will need to do so now. 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; complete school forms; and communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer, tablet, or mobile device.

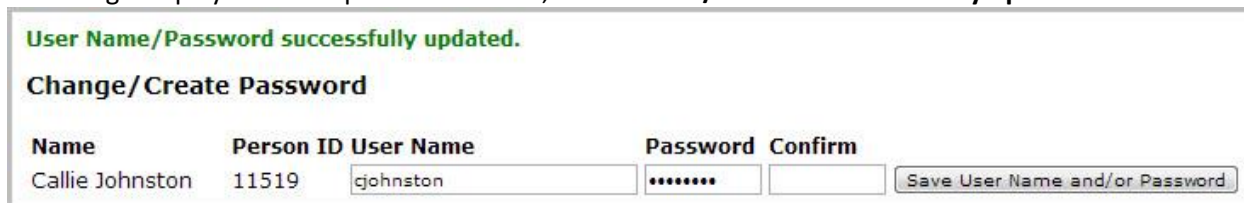
Here's how to start using **FACTS Family Portal** (this is most easily done on a computer as opposed to a phone; call the office at 818-368-7254 if you need help):

- Go to [www.FACTSmgmt.com](http://www.FACTSmgmt.com) and click on **Family Login**.
- Choose **FACTS Family Portal** in the drop-down menu.
- Type the school's **District Code: CHA-CA**
- Click **Create New Family Portal Account** at the bottom.
- In the next screen, type your email address (use the same email that GPS has on file for you) and click **Create Account**. An email will be sent which includes a link to create your Family Portal login. **The link is active for only 6 hours.**
- From the email you receive, select the **Click to Create your Family Portal login** link. A web browser displays your **Name** and FACTS SIS **Person ID**.
- Type a **User Name** (it can be your email address), a **Password**, and retype to **Confirm** the password.
- Click **Save User Name and/or Password**.

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	cjohnston	*****	*****	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 newly-created User Name and Password by going to [www.FACTSmgmt.com](http://www.FACTSmgmt.com), clicking on **Family Login**, and selecting **FACTS Family Portal** in the drop down menu. The school's "District Code" is **CHA-CA**.
- Please follow the directions on the previous page to complete the required Emergency Contact and other forms before the first day of school.