



Accessing FACTS Family Portal and Pay Now

FACTS Family Portal is a private and secure parents' portal that allows you to view academic information specific to your children, while protecting your children's information from others. You may view your child's homework, attendance, and schedule. You can access, complete and submit your child's enrollment packet, email your child's teachers and access a school community directory. You can also conveniently and securely make payments on your account every month using FACTS Pay Now. You must have a FACTS Family Portal Login to access Pay Now. Please see below for instructions to create and access your Family Portal Login and how to access Pay Now.

Access Family Portal and Pay Now if you already have a Family Portal Login

- In Chrome, Firefox, Safari, or Internet Explorer, go to www.factsmgt.com
- Click on the Parent Login button on the top right.
- Choose FACTS Family Portal (ParentsWeb).
- The school's district code is TCS-KS.
- Select **Logins** from the menu bar and **Family Portal Login** from the drop-down menu.
- Type in your username and password. If you have forgotten your username or password, please click on the Forgot User Name/Password link.
- After logging in, click on the **Family** button in the left menu.
- Scroll down to locate **Family Billing** on the right side of the screen.
- Select **Pay Now** and follow instructions to make payment on your account.

OR:

- From the Topeka Collegiate Website, click on ParentsWeb on the top menu and follow the above login instructions.

Instructions for Creating a New Family Portal Login

- Please go to www.factsmgt.com.
- Note: the school's district code is TCS-KS
- Select **Logins** from the menu bar and **Family Portal Login** from the drop-down menu.
- After the FACTS Family Portal Login screen opens, please select **Create New Family Portal Account**.
- Enter **TCS-KS** into the District Code field.
- Enter in the Email field the email address you provided to the school.
- Click the **Create Account** button.
- 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 the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into **Family Portal** as instructed above in [Access Family Portal and Pay Now if you already have a Family Portal Login](#)