

# Accessing Family Portal

**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 allows 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. You can also communicate with teachers and other school staff online whenever necessary.

Here's how to access the easy-to-use **Family Portal**:

- Make sure Topeka Collegiate has your correct email address.
- 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)**.
- Type the school's **District Code: TCS-KS**
- 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 **User Name**, **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" value=""/>
				<input type="button" value="Save User Name and/or Password"/>

- You may now log in to Family Portal using your new user name and password.
- Family Portal allows you to access:
  - Student attendance and daily grades
  - Progress reports, reports cards and transcripts
  - School directory
  - Lesson plans and homework
  - Account balance

