

## Instructions for Creating a New Family Portal Login

- Please go to [www.factsmgt.com](http://www.factsmgt.com).
- Select **Parent Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- After the FACTS Family Portal Login screen opens, please select **Create New Family Portal Account**.
- Enter **GROSS-NE** into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from FACTS SIS 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 below.

To complete our online reenrollment process, you will access the FACTS Family Portal through your new (or existing) login.

## Go back to FACTS Family Portal

- Please go to [www.factsmgt.com](http://www.factsmgt.com)
- Select **Parent Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on **Apply/Enroll** in the left menu.
- Click on the **Enrollment/Reenrollment** link.

Our Online Enrollment system will open with a link to the enrollment packet for {StudentFirstName}. The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

The Instructions and Enrollment Checklist page of the enrollment packet contains supplemental enrollment forms that also must be submitted. Further instructions on these forms are provided online.

At the end of the FACTS enrollment process, the system will also ask you to pay our registration fee online. If you want to make arrangements other than paying online, please contact our Business Manager, Kristin Dohse, at [dohse@gcgmail.org](mailto:dohse@gcgmail.org) or at 402-734-2000 ext: 107.

**Re-enrollment was due on March 21st. Re-enroll now before it is too late.**

If you have any questions about the process, please contact me at 402-734-2000 ext.102.

Sincerely,

**Paulette Neuhalfen**

Principal of Gross Catholic