

For those parents that have NOT already set up a User Name and Password, follow these instructions. If you have a UN and PW from a prior year or enrolled online this year, that information is still valid.

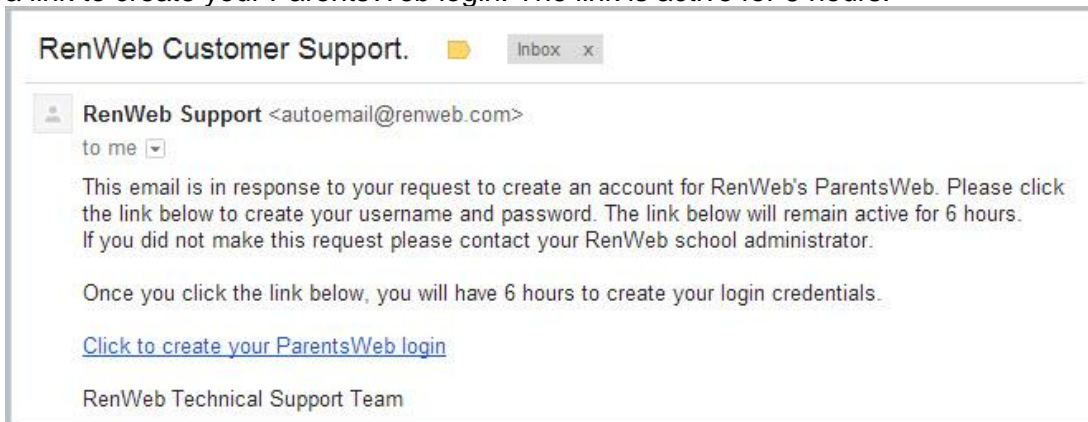
Accessing ParentsWeb

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!

ParentsWeb from **FACTS** 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, homework and conduct as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here's how to access our easy-to-use **ParentsWeb**:

- In Chrome, Firefox, Safari, or Internet Explorer go to www.factsmgt.com and click **Parent Login**, then select **FACTS Family Online (ParentsWeb)**.
- Type the school's **District Code** **hc-oh**
- Click **Create New ParentsWeb Account**.
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your ParentsWeb login. The link is active for 6 hours.



- Select the **Click to Create your ParentsWeb login** link.
- A web browser displays your **Name** and RenWeb **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"/>



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- Click **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.

Change/Create Password

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="text"/>	<input type="button" value="Save User Name and/or Password"/>

- You may now log in to ParentsWeb using your new User Name and Password.
- ParentsWeb allows you to access:
 - Student attendance and daily grades
 - Progress reports, reports cards
 - Lesson plans and homework
 - School events and lunch calendar
 - Announcements
 - Staff Directory
 - Cafeteria Balances
 - Resource Documents

