TO CREATE STUDENT ACCOUNTS IN FACTS

<u>1: Parents must sign in on their parent account first</u>

Click family

Then scroll and click family demographic form (at the bottom)

Look for enrolled student

Click the student demographic button beside the child's name

Scroll down until you find the blank email box and then enter the students email address (MUST BE THEIR OWN EMAIL ADDRESS AND NOT THE SAME AS PARENTS BECAUSE IF WON'T WORK IF THE SAME)

Scroll to bottom and click save

2: Now kids have to sign into facts just like the parents did and create new account: Steps are below

Factsmgt.com
Click parent login
Click family portal
Click student
Click create new family portal account
Dis. Code: MEM-AL
Enter your email address
Click create account
You will be sent an email to that address with instructions on how to complete