Parents of HCHS and PRCS Students

HCHS/PRCS uses FACTS Management (formerly RenWeb) as our school management system. Parents can access school and student information online. This is done through a FACTS portal called FACTS Family Portal. The **Accessing ParentsWeb** document included with this letter introduces what is available and how to access it.

A link to FACTS Family Portal has been placed on our website, so you can either go to www.factsmgt.com, click on Parent Login, then select FACTS Family Portal (ParentsWeb), or you can click the FACTS Family Portal link on our school's homepage: www.heritagechs.org.

Before you can create a FACTS Family Portal account, we must already have your email address entered into the FACTS system. That is why it will be requested on the Student Registration Form. Both father and mother can create a FACTS Family Portal account. They will both see the same information. Students can also create a FACTS Family Portal account provided the school has their email address. Although students can't see all the information that their parents see, it is still a useful tool for them to see schedules, grades, calendars, announcements, and other useful school information.

The Home School Announcer is available on FACTS Family Portal and will be emailed to you on a weekly basis. The hot lunch program is also coordinated through FACTS Family Portal.

The information available on FACTS Family Portal will be of two types: general school information and student/family specific information. There will be differences in the kind of information that various teachers provide. It is our prayer that this may be a useful tool in the instruction of our children at Protestant Reformed Christian School and Heritage Christian High School.

FACTS has created a 5-minute Family Portal Overview video which will give you an introduction to the system. Please watch it at your convenience by clicking here. The password to view this video is **Portal** (case sensitive)**.**

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 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 **Family Portal**:

- Make sure that the school has your email address in FACTS SIS.

- In Chrome, Firefox, Safari, or Internet Explorer go to www.factsmgt.com and click **Parent Login**, then select **FACTS Family Portal (ParentsWeb)**.

- Type the school's **District Code**: **HT-IN**

- 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 FACTS Family Portal login. The link is active for 6 hours.

- Select the **Click to Create your Family Portal login** link.

- 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	cjohnston	••••••••	••••••••	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**."

User Name/Password successfully updated.					
Change/Create Password					
Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	cjohnston	••••••••		Save User Name and/or Password

- You may now log in to Family Portal using your new user name and password.

- FACTS Family Portal allows you to access

  - Student attendance and daily grades

  - Progress reports and reports cards

  - Hot lunch program