ST. VINCENT DE PAUL
CATHOLIC SCHOOL

FACTS FAMILY PORTAL & FACTS SCHOOL INFORMATION SYSTEM (SIS) LOG-IN INSTRUCTIONS

Family Portal/FACTS SIS gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all at your fingertips!

This is the school system used for all student/family demographic information, most email communications, web forms, lunch information, access to FACTS Tuition Management and many other items. FACTS SIS's 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 can 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.

After you enroll, the school will enter your email address into the FACTS SIS database. To Create an Account:

1. Go to www.factsmgt.com .
2. Click Family Log In, FACTS Family Portal.
3. Click Create a New Family Portal Account.
4. Enter our school's District Code: SVDP-IL Enter your email address. Click Create an Account. An email is then sent to you.
5. Click the Click to change password link. This link is only valid for 30 minutes.
6. A web browser displays your Name and FACTS SIS ID.
7. Type a User Name, Password and Confirm the password.
8. Click Save Password. A message displays at the top of the browser, "User Name/Password successfully updated."

You can now log into Family Portal using your new User Name and Password.