



ACCESS FAMILY PORTAL

(formerly OptionC)

Dear SHS Parents:

SHS is now using **FACTS family portal** which is a private and secure parents' portal that allows you to view academic information specific to your child/ren, while protecting their information from others. *ALL Sacred Heart School families are required to create an account on our Family Portal.*

You will be able to view your child's grades, attendance, homework, conduct, important announcements, school event calendar as well as other useful school information.

Here's how to access YOUR FAMILY PORTAL:

- In any browser, go to FACTSmgt.com and click **FAMILY LOG IN**, then **FACTS FAMILY PORTAL**
- ENTER SHS SCHOOL DISTRICT CODE: **SHE-PA**
- Scroll down and click **CREATE NEW FAMILY PORTAL ACCOUNT**
- Enter your email address and **CLICK CREATE ACCOUNT** – An email will be sent which includes a link to create your Family Portal login. The link is active for 6 hours.
- Select the **CLICK CREATE YOUR FAMILY PORTAL LOGIN** link on your email.
- A web browser displays your NAME and FACTS Person ID
- Type a **USER NAME**, **PASSWORD**, and **CONFIRM** your 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"/>

- **CLICK SAVE USER NAME AND/OR PASSWORD**
 - A message displays at the top of the browser, "User Name/Password successfully updated."
- Family Portal allows you to access:
 - Student Attendance and daily grades
 - Progress Reports, report cards, and transcripts
 - Homework, school events and lunch calendar

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- On Left Navigation Menu click "apply/enroll"
- Click "enrollment/reenrollment"
- Complete Enrollment Packet
- Under "packet status" click edit
- When complete - click submit

Reregistration Fee Payment Option form can be found at www.sacredheartreading.com/renew

SACRED HEART SCHOOL

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