



Dear Parents/Guardians,

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 as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. You will access your FACTS account via FACTS Family Portal. You will find the Family Portal link on the school website or by following the steps below:

### **FACTS Family Portal Login Instructions**

- Please go to the website <https://www.factsmgmt.com/>
- Click on "Parent Log In" at the top, then "FACTS Family Portal"
- If you already have an account, enter district code, username, and password, and click Login. (An account was setup during Admissions for your finances).
- Create New Family Portal Account if you have not set this up yet (This is applicable only if you are using a different email to setup an additional account).
- Enter the email address that received this email, and our District Code.

Our District Code is **MT-OH**

- You will receive an email from SIS Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for six hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided or create a new username. Then type in your desired password into the Password field and Confirm Field
- Click on the Save Username and/or Password button.
- Close the window.
- Log into FACTS Family Portal as instructed above.

Thank you for your continued loyalty and support for Middletown Christian. We depend on your support in our efforts to provide the highest quality of education for your children. Your continued support and cooperation are appreciated, as we remain committed to our mission.

Sincerely,

MCS Administration