Navigating the Family Portal:

Log In:Please go to [www.factsmgt.com](http://www.factsmgt.com/)

-Select the login button at the top right for **Parents and School Administrators**.

-Under the first tile For **Families** select the **Family Portal Login.**

­Type in the district code: **SJC-KY**, username and password.  If you have forgotten your username or password, please click the link provided. If you do not have an account, select create an account.

**Checking Grades**

Go to the Student tab on the left menu bar.

Select Grades. Student’s home page will appear. The student’s grades will appear in the main page area. Select the number grade listed and it will show class assignments and list any assignments that are missing

Alternatively, select the grades tab. Select the specific class from the drop-down box at the top center of the page.

Note: If progress reports are open, they can be viewed here by selecting the progress report tab from the top of the page. Report Cards can be viewed in the FP if they are available. It will have its own separate tab on the left under the student.

**Adding funds to Cafeteria**

Go to the financial tab on the left menu bar.  There are 3 sections on this page, select the financial link section on the right.

Select the first square to add funds to the cafeteria

**Paying Tuition or Incidental Billing**

Go to the financial tab on the left menu bar.  There are 3 sections on this page, select the financial link section on the right.

Go to the center square

Select make a payment

**Changing Financial Information**

Go to the financial tab on the left menu bar.  There are 3 sections on this page, select the financial link section on the right.

-select financial home

-In the first square-payment plan and billing, go to actions drop down in the bottom of the box.

-select change financial account

-follow instructions on screen.

If you are having any problems, please feel free to reach out to me and I can walk you through it and troubleshoot any issues.

Marjery Krill

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