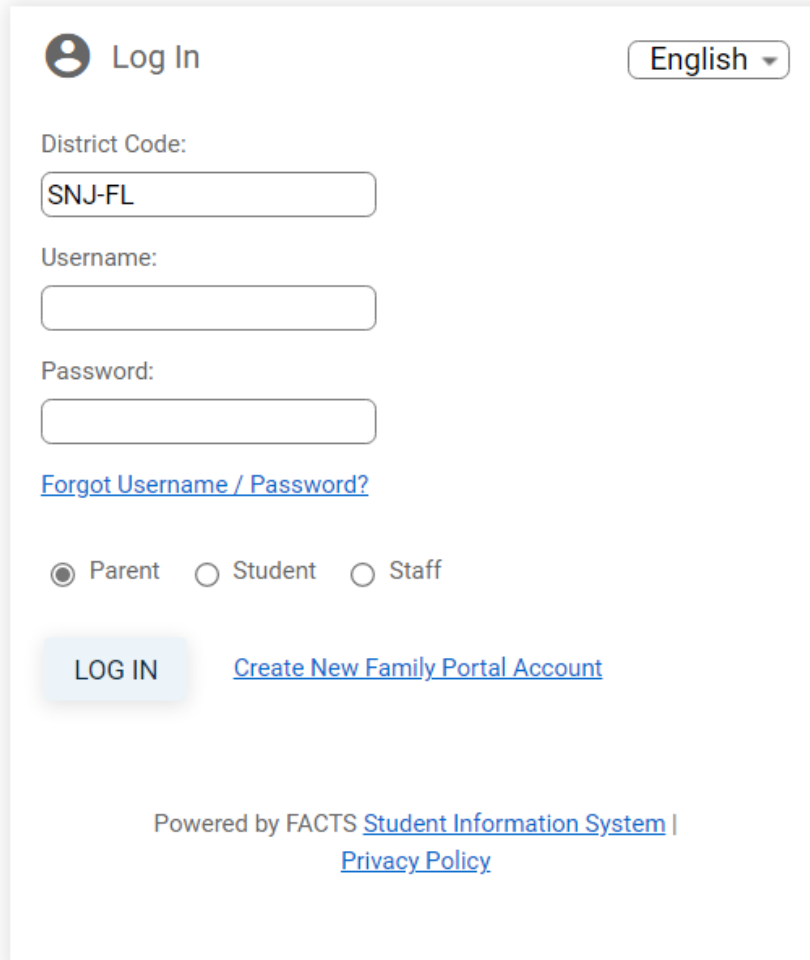


# Navigating Your FACTS Family Portal

**1:** From our San Jose Catholic School website, go to *Family Resources*, then select *FACTS Family Portal*.

**2:** Login to the FACTS Family Portal, using your login and password. The District Code should default to SNJ-FL.



The screenshot shows the login interface for the FACTS Family Portal. At the top left, there is a user icon and the text "Log In". At the top right, there is a language selection dropdown menu set to "English". Below this, the "District Code:" field is pre-filled with "SNJ-FL". The "Username:" and "Password:" fields are empty. A link for "Forgot Username / Password?" is provided below the password field. At the bottom, there are radio buttons for "Parent" (selected), "Student", and "Staff". A "LOG IN" button and a link to "Create New Family Portal Account" are also visible. At the very bottom, it states "Powered by FACTS Student Information System | Privacy Policy".

Log In English

District Code:  
SNJ-FL

Username:

Password:

[Forgot Username / Password?](#)

Parent  Student  Staff

LOG IN [Create New Family Portal Account](#)

Powered by FACTS [Student Information System](#) | [Privacy Policy](#)

**3:** Your Family Portal should open automatically to the **School Home** tab. Under the School header you will see:

**School Home** – overview

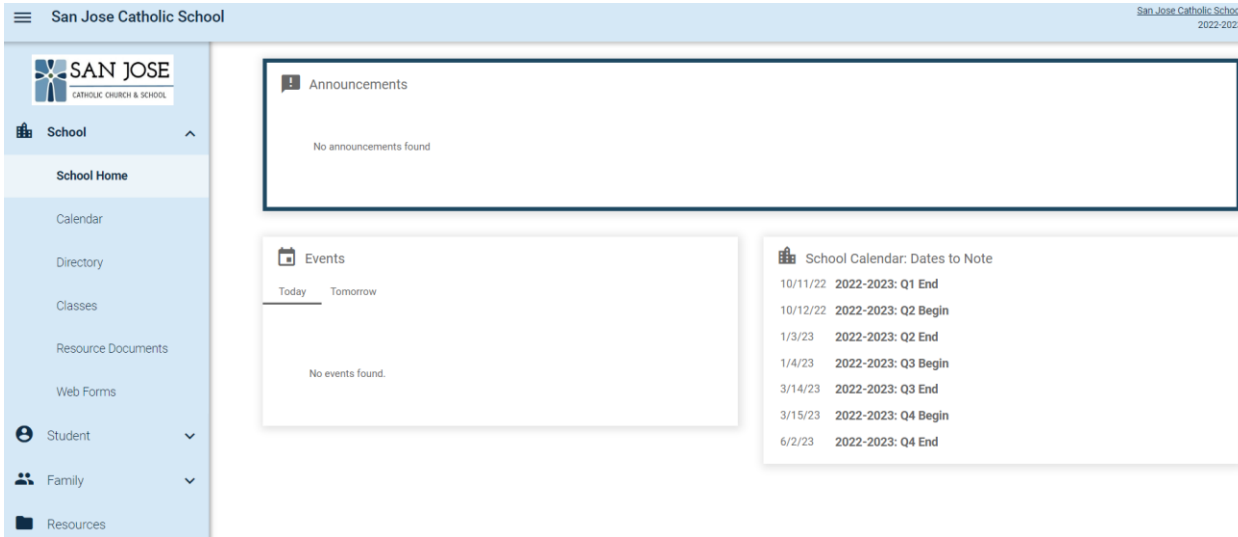
**Calendar**

**Directory** – allows you to search school families

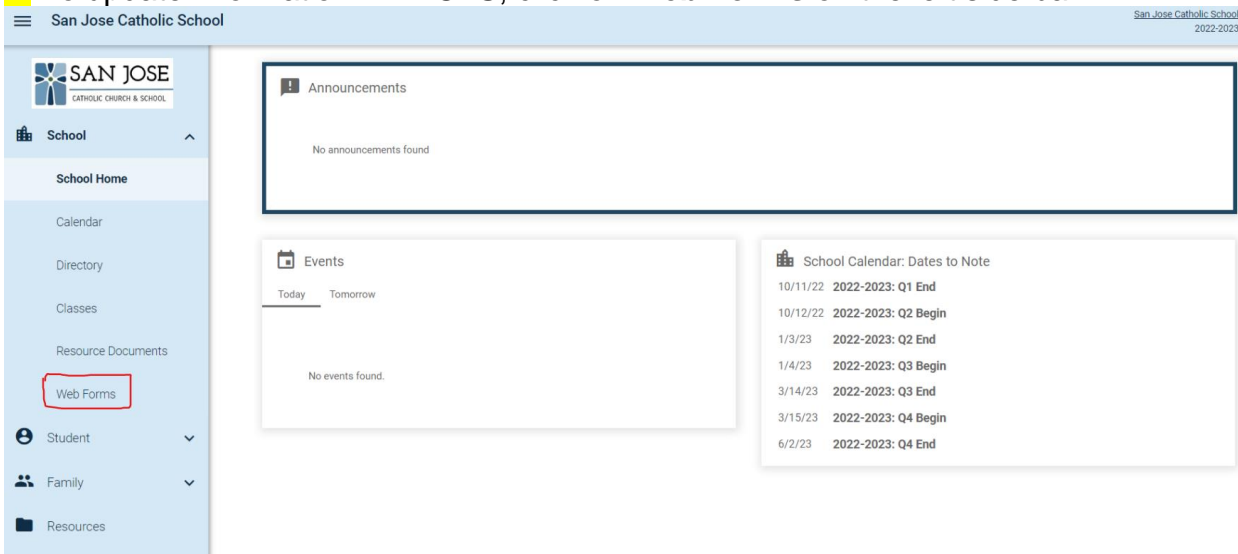
**Classes** – lists your child’s classes/teachers

**Resource Documents**

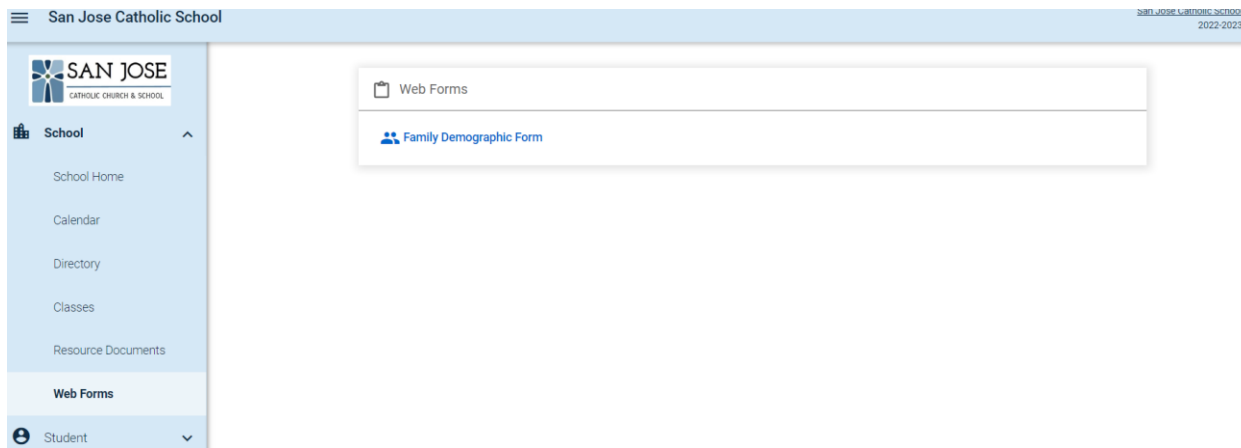
**Web Forms** – where you can update Emergency Contacts and Authorized Pick-Up Persons



**4:** To update information in FACTS, click on **Web Forms** on the left side bar.



**5: Click on Family Demographic Form.**



**6: Under the Family Demographic Form, you will see:**

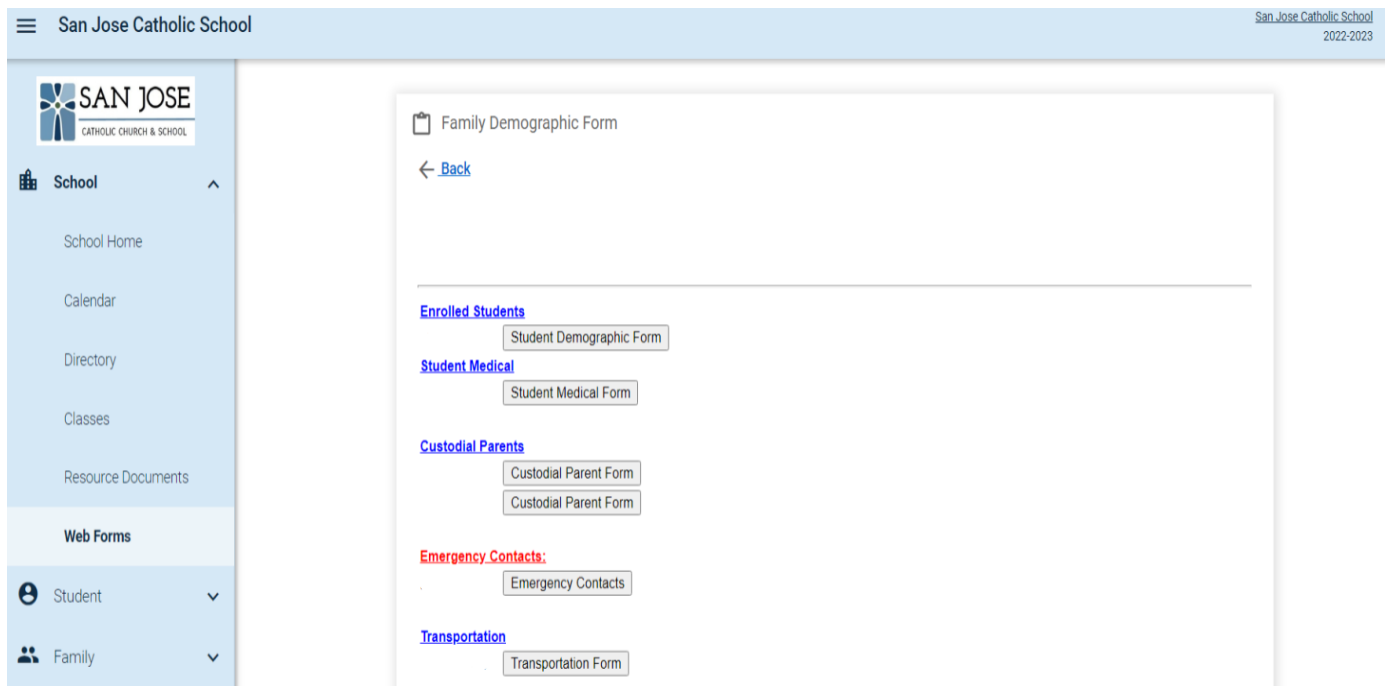
**Student Demographic Form** – allows you to update Student Information

**Student Medical Form** – allows you to update Medical Information (Dr information, etc.)

**Custodial Parent Form** (for each parent) – allows you to update individual parent information

**Emergency Contacts**

**Transportation Form**



7: Click **Emergency Contacts** and list all people that may be contacted in an emergency. Please be sure to include first name, last name, and a phone number.

The screenshot shows the San Jose Catholic School website interface. On the left is a navigation menu with 'School' and 'Student' sections. The main content area is titled 'Family Demographic Form' and contains an 'Emergency Contact Form'. The form asks for names of approved emergency contacts and includes two sections: 'Emergency Contact 1' and 'Emergency Contact 2'. Each section has input fields for First, Last, and Relationship names, Home Phone, Cell Phone, and Work Phone numbers, and an Email field. A 'Note' field is also present at the bottom of each section.

8: Click **Transportation Form** and list all people that are allowed to pick up your child/children. Please be sure to include first name, last name, and a phone number. ONLY people on this list will be allowed to pick up your child/children.

The screenshot shows the San Jose Catholic School website interface. On the left is a navigation menu with 'School' and 'Student' sections. The main content area is titled 'Family Demographic Form' and contains an 'Approved Transportation Form'. The form asks for names of approved transportation contacts and includes two sections: 'Transportation Contact 1' and 'Transportation Contact 2'. Each section has input fields for First, Last, and Relationship names, Home Phone, Cell Phone, and Work Phone numbers, and an Email field. A 'Note' field is also present at the bottom of each section.

9: Under the **Student** tab you have access to view:

- Grades**
- Homework**
- Report Cards**
- Attendance**
- Behavior**
- Medical**
- Schedules**

The screenshot shows the San Jose Catholic School website with the 'Student' tab selected. The left sidebar contains a navigation menu with 'Student' expanded to show options: Student Home, Grades, Homework, Report Card, Attendance, Behavior, Medical, and Schedules. The main content area is divided into two panels. The left panel, titled 'Weekly Summary', has a search bar for 'Student' and two tabs: 'Homework By Date' (selected) and 'Homework By Subject'. A 'Print Week' button is visible. The right panel, titled 'Classes', shows a table for 'Q1' with columns for Subject, Grade, and Instructor. The subjects listed are Art, English, Homeroom, Literature, Mathematics, Media/Research, Music, and Physical Education.

10: Under the **Family** tab, you can use the center drop down to select different family members in the system. You can view contact information and update your preferences such as what information is shown in the Directory.

The screenshot shows the San Jose Catholic School website with the 'Family' tab selected. The left sidebar has 'Family' expanded to show 'Family Home' and 'Resources'. The main content area features a 'Family Members' section with a search dropdown. Below this is a table with two columns: 'Contact info' and 'Preferences'. The 'Contact info' column lists fields like Name, ID Number, Address, Home, Cell, Work, and Email Address. The 'Preferences' column lists various settings such as 'Auto Email Gradebook Progress Report', 'Directory Block: Name', 'Directory Block: Address', 'Directory Block: Home Phone', 'Directory Block: Cell Phone', 'Directory Block: Email', 'Donor Synch. Block', 'Parent Alert Home Phone', 'Parent Alert Cell Phone', and 'Parent Alert Work Phone'. Below the table are two other sections: 'Online Filing Cabinet' with a 'Web Forms' link and a message 'No web forms found.', and a notification 'Family Billing has Moved!' with a 'GO TO FACTS' button and the text 'The Family Billing section has moved to the FACTS section of the website.'

11: Under the **Resources** tab, it links to Petersons.com. This is a website with College Prep, Grad School Prep, Career Prep, High School Prep and Military Prep information.

BLOG COLLEGE & SCHOLARSHIP SEARCH CONTACT US SIGN IN

PETERSON'S College Prep Grad School Prep Career Prep High School Prep Military Prep Try it Free

LEVEL UP YOUR TEST PREP

# Test Prep Courses and Practice Tests Make It Easy

Raise your score and increase your chances of admission with all-inclusive test prep for over 185 exams, including SAT, ACT, and AP tests.

Try it Free Our Test Library

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12: Under the **Financial** tab, you can view your balances, make a payment or set up your payment plan. Financial Home takes you to the FACTS homepage.

San Jose Catholic School San Jose Catholic School 2022-2023

SAN JOSE CATHOLIC CHURCH & SCHOOL

- School
- Student
- Family
- Apply / Enroll
- Resources
- Financial

Prepay Accounts  
No Account Information to Display

Balances [Click Financial Home to see past due.](#)  
2022-2023 School Year  
Payment Plan  
Incidental Expenses 0.00  
MAKE A PAYMENT

Financial Links  
[Financial Home](#)  
[Set up a Payment Plan](#)  
[Apply for Grant & Aid](#)

13: On the FACTS homepage, you can view your Payment Plan & Billing, make a payment, update your account information, etc.

Hello

**\$ Payment Plan & Billing** [View Details](#)

Current Balance

**Make a Payment**

2022-2023 SCHOOL YEAR	AMOUNT DUE
Payment Plan ( <a href="#">Actions</a> )	
Plan owned by .	

[Set up a Payment Plan](#)

[Redacted]

[Redacted]

Register to receive text services on your mobile phone.

[Redacted]

[Redacted]