FAITH CHRISTIAN
ACADEMY

FACTS FAMILY PORTAL INFORMATION

WHAT IS FACTS?

FACTS is a portal used by all parents of Faith Christian Academy students. This portal gives parents the ability to view grades, homework, report cards, attendance, schedules, and events. Parents are also able to order lunches and make payments. *All parents are required to create a FACTS account and set up a payment method*; otherwise, you will not be able to order or pay for your child's lunches. Lunches must be ordered at least *one day in advance*. Please keep in mind the payment method you select will also be used for tuition, fees, and all other incidentals that accrue throughout the school year.

HOW DO I SETUP MY FACTS ACCOUNT?

1. Go to *www.factsmgt.com*
2. Click *Family Login*
3. Click *FACTS Family Portal*
4. Enter District Code *FT-NC*
5. Click *Create New Family Portal Account*
6. Enter your email address & click *Create Account*
7. Open email & follow instructions to complete setup process

HOW DO I SETUP MY PAYMENT METHOD?

1. Login to FACTS Family Portal
2. Click *Financials* located on the sidebar
3. Click *Set up a Payment Plan*
4. Follow the instructions

HOW DO I ORDER MY STUDENT'S LUNCH?

1. Login to FACTS Family Portal
2. Click *Students* then *Lunch* on sidebar
3. Select student for whom you are ordering lunch
4. Change date to tomorrow or later
5. Click *Create Web Order*
6. Click student's name to see dates available for ordering
7. Click specific date(s) to view menu options
8. Increase quantity for each item to be ordered
9. Scroll to the bottom of the webpage & click *Submit Order*

HOW MUCH DOES IT COST?

If an enrollment fee is due, the amount of the fee is indicated when setting up your agreement. If applicable, the non-refundable FACTS enrollment fee will be automatically processed within fourteen days of the agreement being posted to the FACTS system. *Please note this fee is not charged by, nor payable to, Faith Christian Academy.*