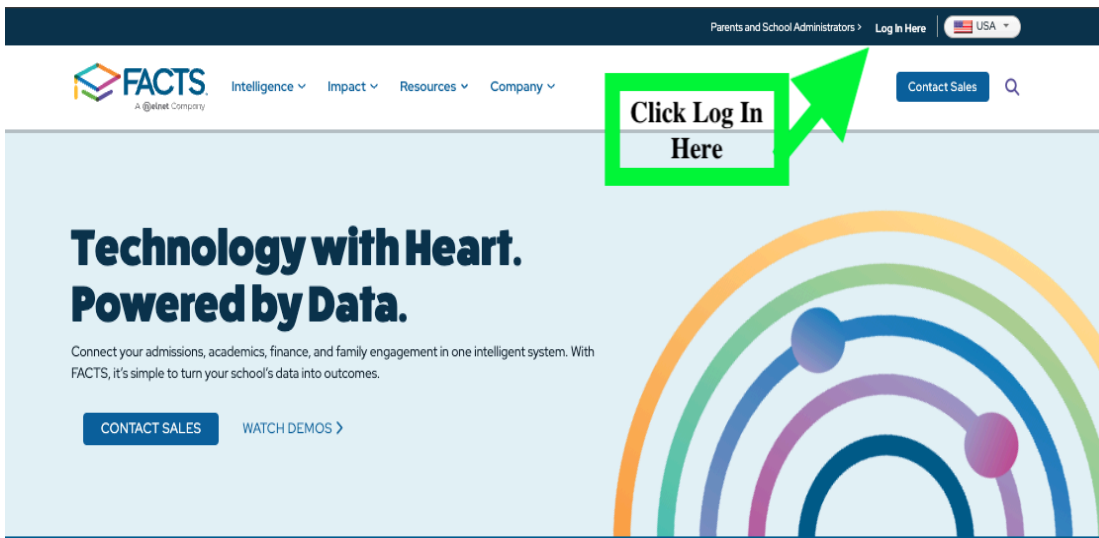


“ How to ” obtain Student Username and Password via FACTS family portal

Please Note: This must be completed by the parent who initially enrolled the student.

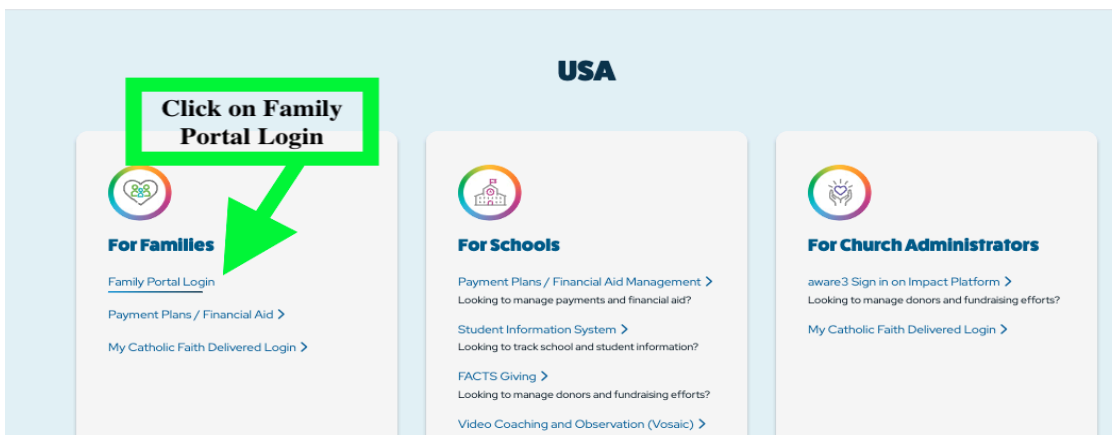
1. From FACTSmgmt.com, click **Log In Here** (top right corner), then click **Family Portal Login**.
2. Type your school's **District Code**. (**SFX-AZ**)
3. Click **Next**.
4. Type a **Username** and **Password** you initially used during enrollment. (**Enrollment Parent ONLY**)
5. Click **Log In**.

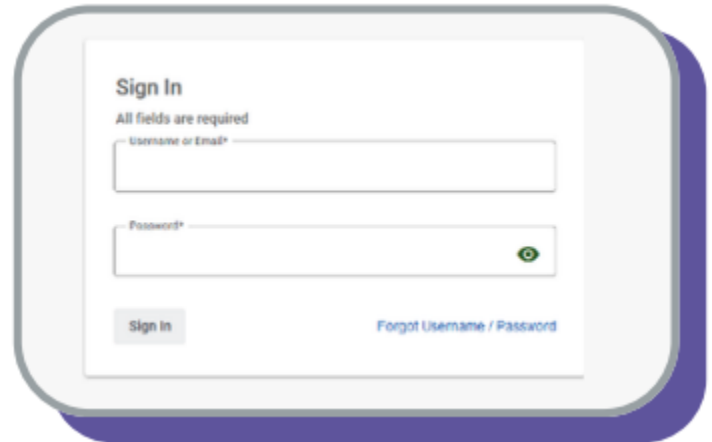


Product Logins

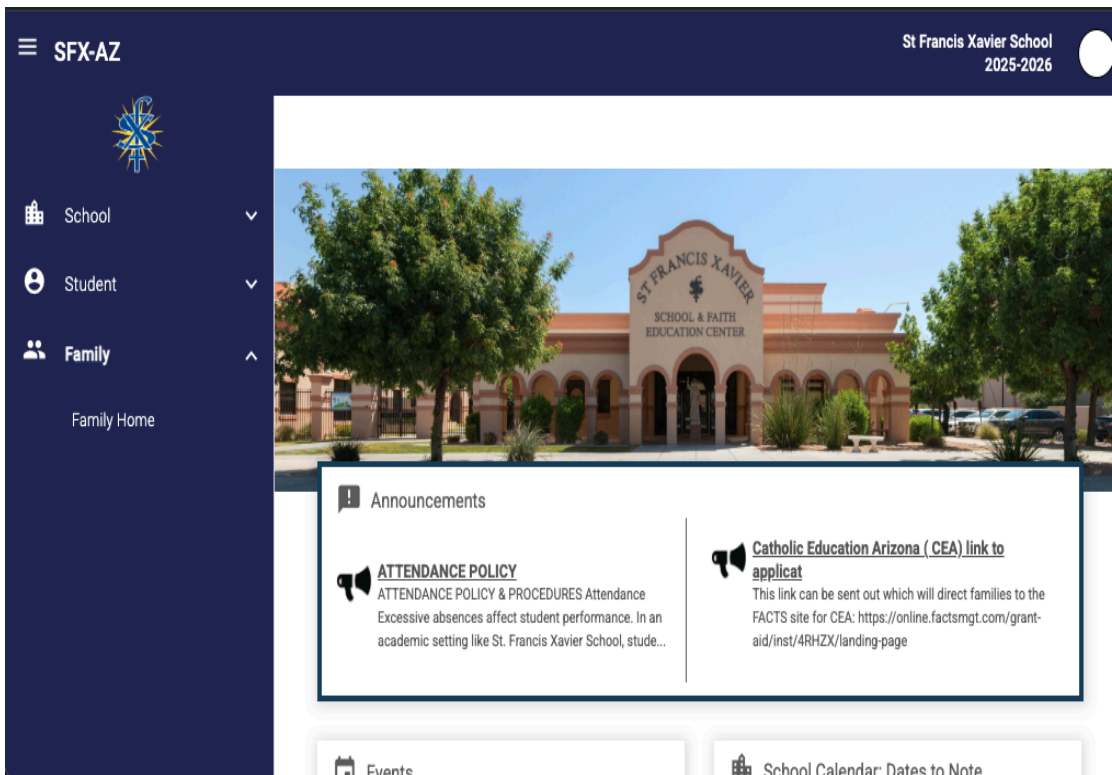
Use the links on this page to quickly access the tools you need.

Choose a Region: [USA](#) [International](#)





Below is a screenshot of your **Family Portal Homepage**.



Please select **FAMILY** to access your student's email (Username) and password

The screenshot shows the SFX-AZ Family Members page. The left sidebar has a 'Family' menu item highlighted with a green box, and a 'Family Home' sub-item below it. The main content area shows a table with columns for 'Contact Info', 'Service Hours', and 'Contacts'. The 'Contact Info' column contains details for a student named 'Wolfie St. Francis (Child)'. Annotations with green boxes and arrows point to specific information: 'Student Password' points to the 'School: test-not your password' line, and 'Student Email used as Username' points to the 'Email wolfie@sfxphx.org' line. A callout box at the top of the table says 'Select the student that you are obtaining information for' with arrows pointing to the student selection dropdown.

SFX-AZ

St Francis Xavier School
2025-2026

Family Members

Wolfie St. Francis (Child)

Contact Info	Service Hours	Contacts
<p>Name: Wolfie St. Francis (Child) ID Number: System: 14518 School: test-not your password Address: Home: Cell: Work: Email wolfie@sfxphx.org Address:</p>	No community service hours found.	No contacts found.

Student Password → School: test-not your password

Student Email used as Username → Email wolfie@sfxphx.org

Select the student that you are obtaining information for