

## **FACTS....A Powerful Communication Tool**

FACTS is an online software package, which allows the school to communicate with parents. It is designed to reflect announcements, calendars, lesson plans, grades, admissions information, and accounting. Access varies depending upon the grade level of your child.

PreK - (announcements, calendar, accounting)

1<sup>st</sup>-8<sup>th</sup> - (announcements, calendar, accounting, grades, daily assignments)

*\*1st-8<sup>th</sup> grade progress reports are emailed home to parents.*

*It is important to activate your FACTS account as soon as possible.*

### NEW PARENTS - First Time Login

Once your email address is in our FACTS system, activate your account as follows:

- Using a web browser, such as Internet Explorer, go to <https://factsmgmt.com>.
- On the right side of the screen, put the mouse over the Logins box and select ParentsWeb Login
- Enter the School's ID which is CC-LA (all capital letters)
- At the bottom, select Create New ParentsWeb Account
- On the next screen, you will see the school code. You must enter your email account and select Create Account. You will see a message from FACTS.
- Open your email message from FACTS, and select Click to Change Password. **Note: You must do this within 15 minutes or the link becomes inactive.**
- You are now ready to create a username and password.
- Enter the following: a username, a password and confirm the password then select save password.

**Note: Your username can be your email address however this is not required.**

### CURRENT PARENTS - Login Procedures

- Using a web browser, go to <https://factsmgmt.com>.
- On the right side of the screen, put the mouse over the Logins box and select ParentsWeb Login
- Enter the School's ID which is CC-LA (all capital letters)
- Enter your username, which in most cases is your email account that we have on file
- Type your password / Select Parent / Select Login

### IMPORTANT NOTE:

Please do not allow your child to login using your login and password. Parents have access to see and/or modify items. **This is for parent use only.** *(Students in grade 5<sup>th</sup>-8<sup>th</sup> have their own login accounts allowing them to view grades, assignments, calendars, etc. New students in grades 5-8 will receive their login and passwords at the beginning of the school year.)*

Contact Information: If you have questions or concerns about FACTS, please contact Annelle Keller at [akeller@cathedralcarmel.com](mailto:akeller@cathedralcarmel.com) or call the school at 235-5577. Because of the large number of emails received, please put FACTS ParentsWeb in the subject line.

Website Link: The Cathedral-Carmel School's website has a link for the [ParentsWeb Login](#).