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# NORTHWEST CHRISTIAN FACTS FAMILY PORTAL GUIDE

2023-24

At Northwest Christian, families have access to information, resources, and the ability to complete actions through their FACTS Family Portal. This document will summarize the options available.

### **INFORMATION available through the FACTS Family Portal:**

- Student grades and attendance
- School calendar
- Resource documents (such as school reports, administrator letters, and more)

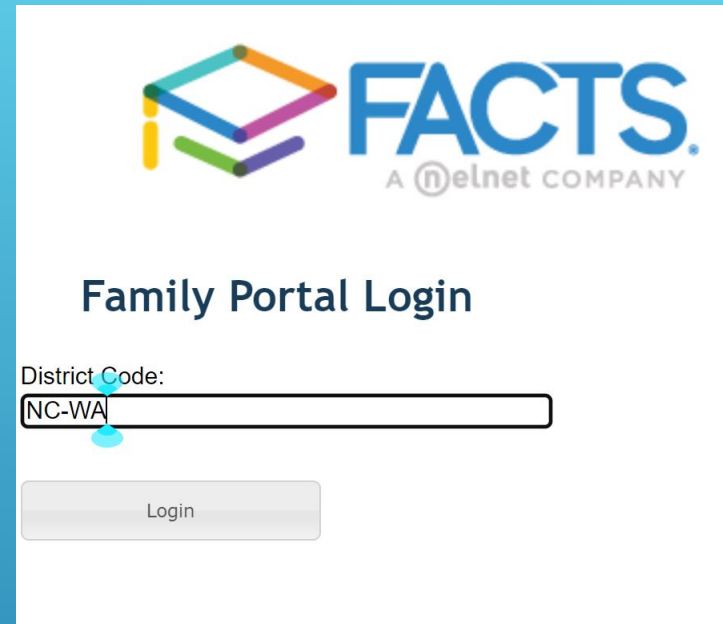
### **ACTIONS that are available through the FACTS Family Portal:**

- Re-enrollment / Enrollment
- Submit Service Hours (Stewardship)
- Update contact information, pick up permission, and more
- Opt-in for “Parent Alert” for urgent emergency communication

# LOGGING INTO YOUR FACTS FAMILY PORTAL

1. Go to <https://factsmgt.com/>
2. Click on FAMILY LOG IN
3. Enter District Code NC-WA
4. Enter username and password
5. LOG IN
6. Explore all of the options available

Note: If you need assistance with your username and password, please contact the school office











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### Family Portal Login

District Code:  
NC-WA


Login

-  School 
-  Student 
-  Family 
-  Apply / Enroll 


# SCHOOL OPTIONS

-  **School** ^
- School Home**
- Calendar
- Resource Documents
- Web Forms

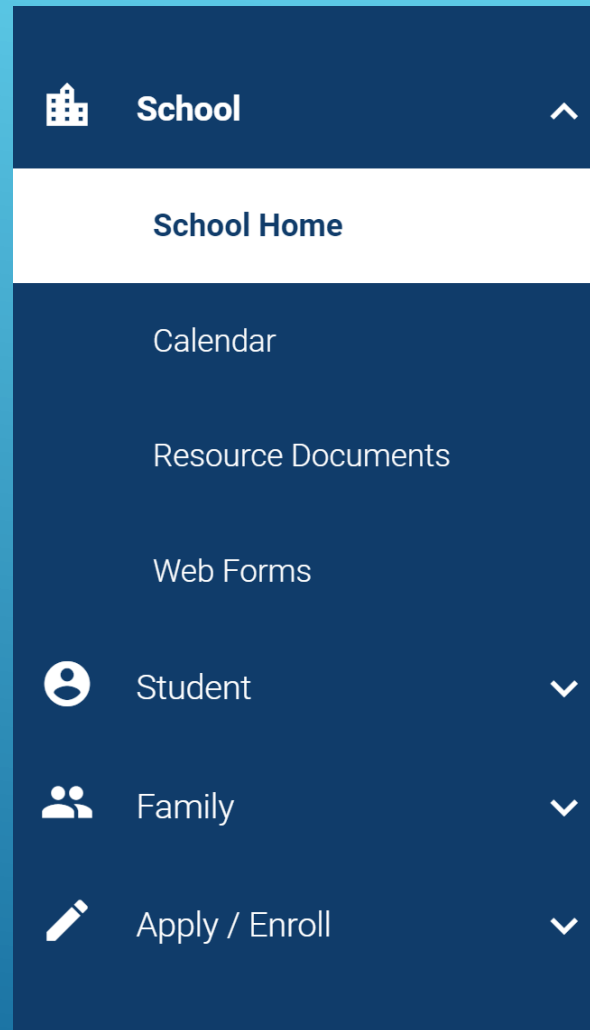
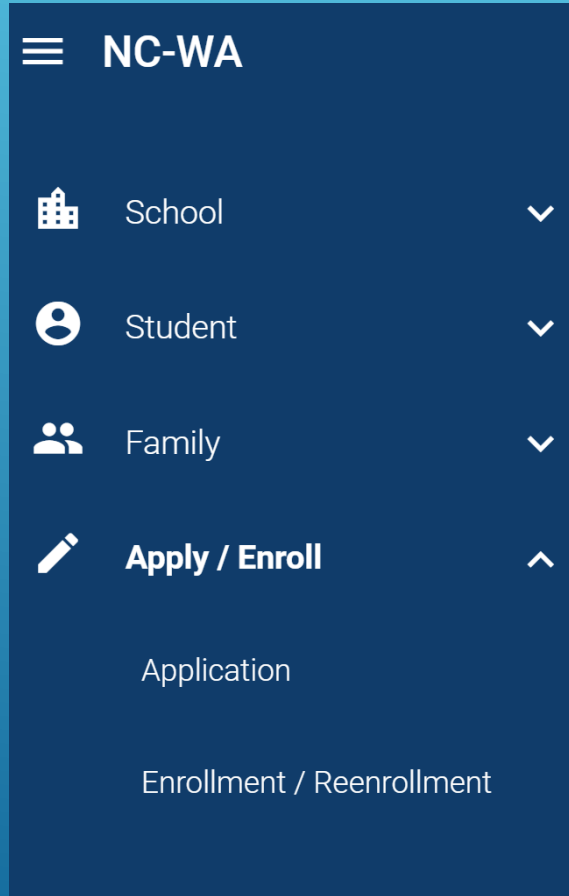
# STUDENT OPTIONS

-  **Student** ^
- Student Home**
- Grades
- Attendance
- Medical
- Schedules

# FAMILY OPTIONS

-  **Family** ^
- Family Home**
- Financial Aid
- Tuition Plan Sign-Up
- Go To FACTS
- Enrollment / Reenrollment

# RE-ENROLLMENT

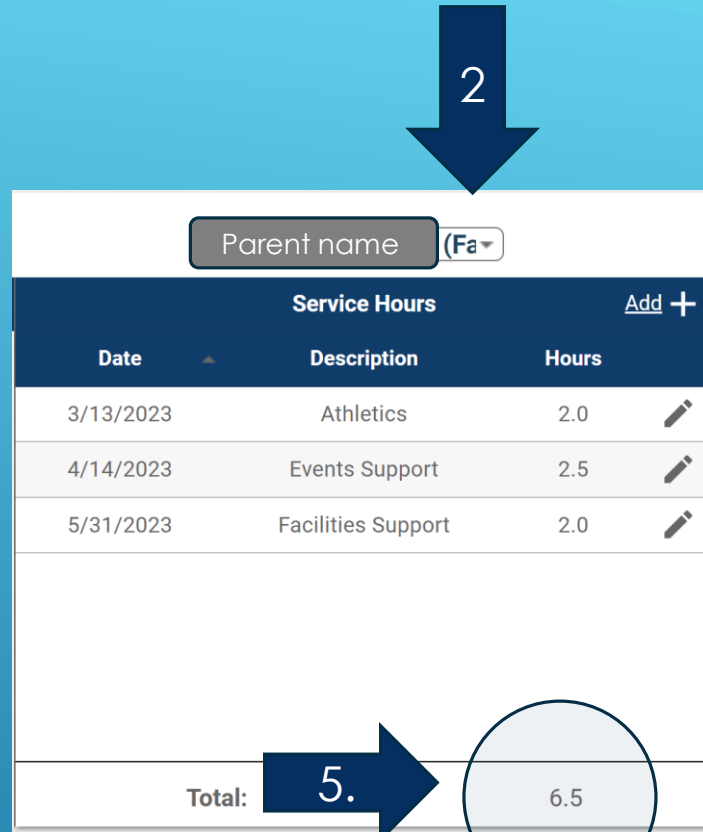
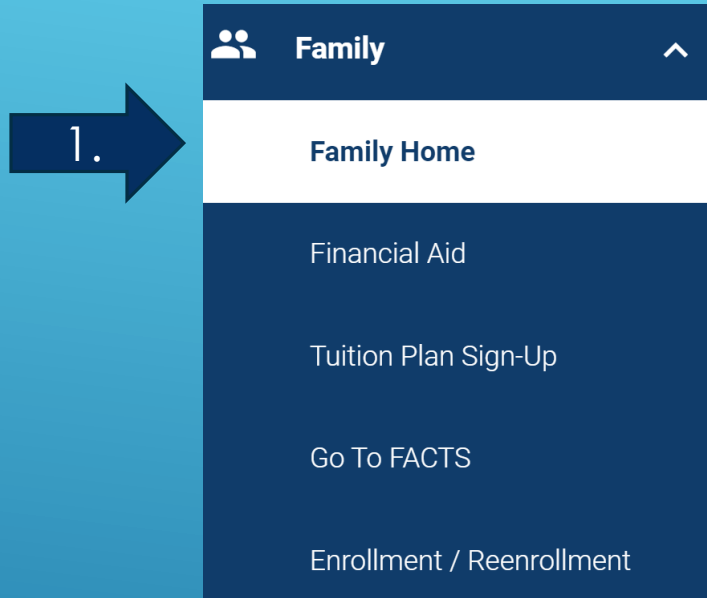


## RESOURCE DOCUMENTS

(such as school reports, administrator letters, and more)



# LOGGING SERVICE HOURS



A screenshot of the 'Service Hours - Add' form. It contains several input fields: 'Name:' (with a greyed-out field), '\* Date:' (with '8/25/2023'), '\* Hours:' (with an empty field), '\* Description:' (with a dropdown arrow), 'Note:' (with an empty text area), and 'Verified By:' (with an empty text area). At the bottom, there is a dark blue 'Save' button. A dark blue arrow with the number '4.' points to the 'Save' button.

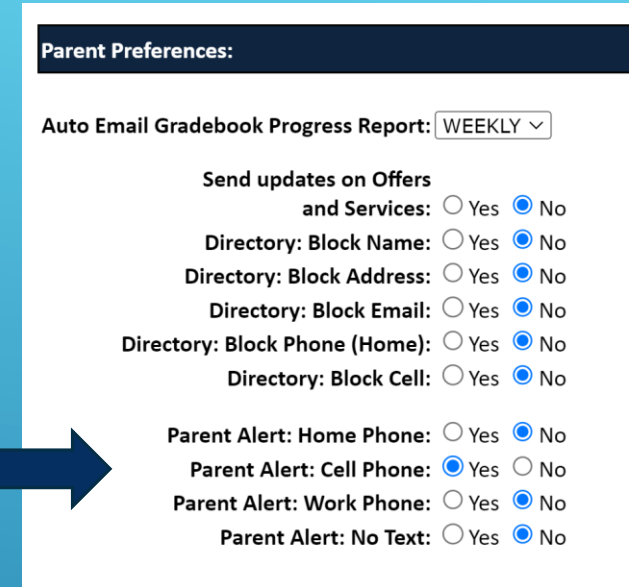
1. Go to FAMILY HOME
2. In the middle section, click on the drop down menu to select family member
3. Click on ADD
4. Enter service hour details and click on SAVE
5. Total hours served is always visible

# OPTING INTO “PARENT ALERT”

PARENT ALERT is a mass notification system that sends text messages to our school community in case of an emergency that requires urgent communication.

## Setting Your Parent Alert Contact Preferences

1. Log into your FACTS Family Portal account.
2. Under the School menu, click on Web Forms
3. Select the Family Demographic Form
4. Under Custodial Parents, choose a parent and click on the corresponding Custodial Parent Form.
5. This form contains the contact information we currently have for you in FACTS SIS o  
Verify all your demographic information; make any necessary changes so we can update our database; the email addresses will be used for all school communications
6. PARENT ALERT: CELL PHONE should be checked yes to receive text alerts.
7. When you have finished be sure to click the SAVE button. The changes will not immediately take effect in FACTS SIS, but will first be reviewed by NCS staff.



**Parent Preferences:**

Auto Email Gradebook Progress Report: WEEKLY ▾

Send updates on Offers and Services:  Yes  No

Directory: Block Name:  Yes  No

Directory: Block Address:  Yes  No

Directory: Block Email:  Yes  No

Directory: Block Phone (Home):  Yes  No

Directory: Block Cell:  Yes  No

Parent Alert: Home Phone:  Yes  No

Parent Alert: Cell Phone:  Yes  No

Parent Alert: Work Phone:  Yes  No

Parent Alert: No Text:  Yes  No

# “PARENT ALERT” NOTES

- **Parents must opt-in to receive these notifications.**
- NCS Parent Alert messages are sent via text message.
- This alert system will only be used for severe emergencies that require urgent communication.
- When you receive a Parent Alert text message it will come from 31706. Any text alerts from our school will begin with NCS.
- You can find further information on this option in the Parent and Student Handbooks.



Please contact the school office with questions  
that you may have.

Our hope is that your  
**FACTS Family Portal**  
will become a helpful resource for you.

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