

FACTS Family Portal

Hawthorn School is excited to launch the Family Portal section of FACTS.

The family portal is an area that parents and students will be able to access to view student information such as announcements, the calendar, web forms, report cards and other information.

At this time, we would like to request parents to access the parent area of FACTS Family Portal in order to update student and family information. You may find that some of the information we have currently on file with us may have expired and other information is being collected for the first time. Please take your time and update/add all the information on the form.

Below you will find step by step instructions for how to access the parent area of the Family Portal and how to access the Family Demographic Form where you will need to update information related to you and your child.

Instructions for creating a FACTS family portal login:

- . Go to www.factsmgt.com.
- . Select Parent Log In from the menu bar and FACTS Family Portal from the drop-down menu.
- . After the FACTS family portal login screen opens, please select Create New Family Portal Account.
- . Enter **HAW-NY** into the district code field.
- . Enter in the email field the email address that you provided in your application to the school.
- . Click the Create Account button.
- . You will receive an email from FACTS customer support containing a link to create your username and password. For security purposes the link will remain active for 6 hours.
- . Please click on the link. A change/create password screen will open. You may use the default username provided, or create a new username. Then type your desired password into the password field and confirm field.
- . Click on the Save Username and/or Password button.
- . Close the window.
- . Log into Family Portal.

To access the Family Portal:

- . Go to www.factsmgt.com
- . Select Parent Log In from the menu bar and FACTS Family Portal from the drop-down menu.
- . Type in your username and password. HAW-NY into the district code field. If you have forgotten your username or password, please click on the link provided.
- . After logging in, click on Apply/Enroll in the left menu.