SACS – FACTS Family Guide

San Antonio Christian School's FACTS School Management Software gives you, a busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet! Formerly RenWeb, FACTS Family is the new name for the same program. FACTS Family Online is also the new name to replace what was previously called ParentsWeb. Functionality remains the same with ongoing improvements all the time!

FACTS is a private and secure website that has been set up for our school to allow you to see complete information specific to your child. You can view your child's schedule, grades, progress reports, homework, resource documents as well as the full family and staff directory. School Calendar, Report cards, re-enrollment and FACTS tuition management are also accessed via **FACTS.**
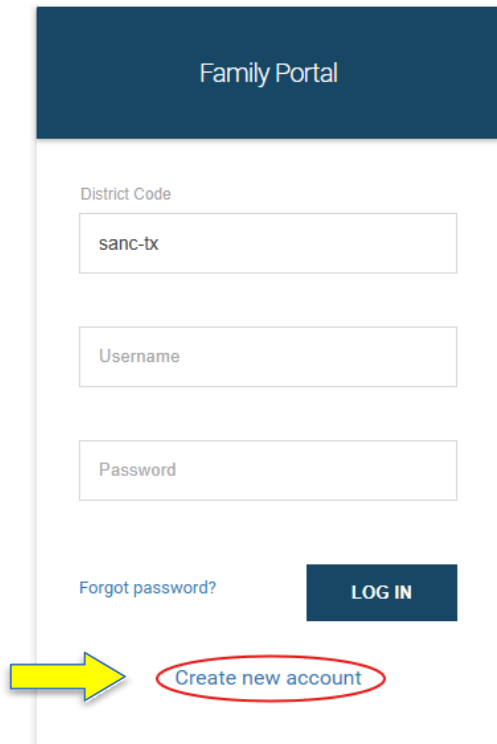
First Time User Instructions

1. Click the **FACTS Portal** link under the PARENTS tab on the San Antonio Christian School Website homepage,
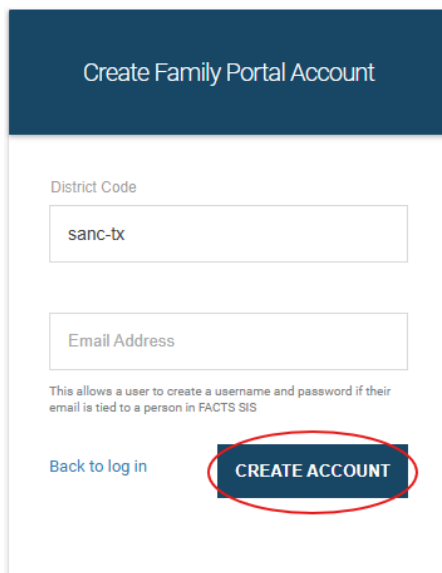
http://www.sachristian.org

2. At the screen displayed below, click **Create New FACTS Family Account**...

Family Portal

District Code

sanc-tx

Username

Password

Forgot password?   **LOG IN**

Create new account

3. Enter the e-mail address that you provided to the school and click the **Create Account** button...

Create Family Portal Account

District Code

sanc-tx

Email Address

This allows a user to create a username and password if their email is tied to a person in FACTS SIS

Back to log in   **CREATE ACCOUNT**

4. You will see this message below with the email that you provided. If you get an error instead, you have used an email that is not in our system. Please contact <mark>LHerrera@sachristian.org</mark> to resolve the problem.

> **An email has been sent to aparent@email.com with instructions for how to create a FACTS Family login.**

5. When you check your email, you should see a message prompting you to create your login. (If you do not receive an email with your password after 5-10 minutes, then it has most likely been flagged as SPAM by your email provider. Check your SPAM folder.)

Click the **Click to create your FACTS Family login** link.

6. A web browser will then display your Name and FACTS Family ID.

> Type a **User Name**, **Password** and **Confirm** the password.
>
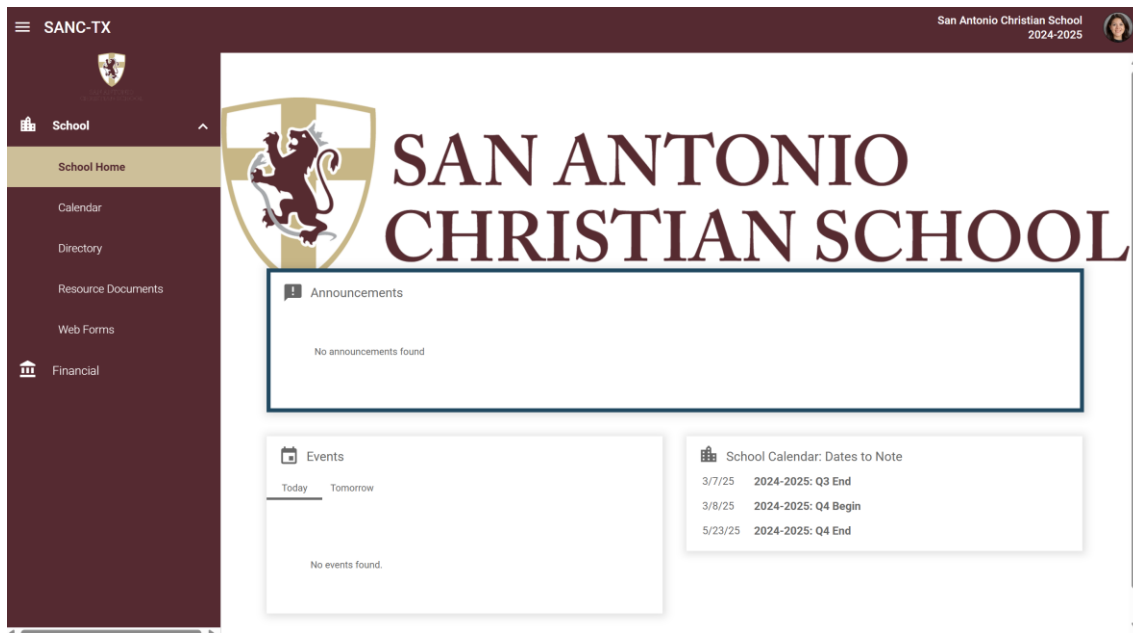> Click **Save User Name and/or Password**.

7. A message displays at the top of the browser, "**User Name/Password successfully updated**."

8. You may now log in to FACTS Family using your new User Name and Password.

General FACTS Family Organization (continued)

Once your account is set up, you can log in at any time (with the Username and Password you created) by clicking the **FACTS** link on the left of the San Antonio Christian School Website homepage or by going to https://sanc-tx.client.renweb.com/pwr/.

Once logged into the FACTS Family system, you will see this screen... it is the **FACTS Family** Home Page

At any time, you can change your Username and Password. Click your photo icon on the top right corner of the screen, then click "Username" or "Password."

We look forward to helping you become comfortable navigating through FACTS Family. Together we can continue to improve our children's academic development as well as communication between our school and your home.

Please take a moment to read the rest of this document to ensure you are using the FACTS Family to its fullest potential. The guided tour of FACTS Family features and concepts is even more valuable if you have your web browser open and can "click along" while reading.

Lost Username and Passwords FAQ
  Q When I try to log in it tells me "Error: Invalid Credentials." What do I do?
  Q I don't know my user name. What do I do?
  Q I don't know my password. What do I do?

  A The best thing to do is click **Forgot Username/Password** at the login screen.

Family Portal

District Code

SANC-TX

Username

Password

Forgot password?   LOG IN

Create new account

You will be prompted to type your email address. (It must be the email address that the school has in FACTS as your email address.) An email will be sent to your email address.

Click the **Click to change password** link on the email.

A browser window will display your Name, your Person ID, your User Name and obscured Password.

Type a new User Name and/or Password (confirm your new password by typing it in a second time) and click **Save Password**.

A message will display at the top of the browser, "User Name/Password successfully updated." Log into FACTS Family using your new credentials from San Antonio Christian School homepage.

Q I don't know what email is on file with the school. What do I do now?
A You will need to email your school office to ask for the email that we have on file at the school. Once you have determined the email that is in the FACTS system, use that to reset your Username/Password as explained in the instructions above. You may also call any office for assistance.

FACTS Family Interface

The FACTS Family interface is divided into two general areas on the screen: a **menu** system on the left side of the screen and a **content** area on the right side of the screen. Below is the initial screen.
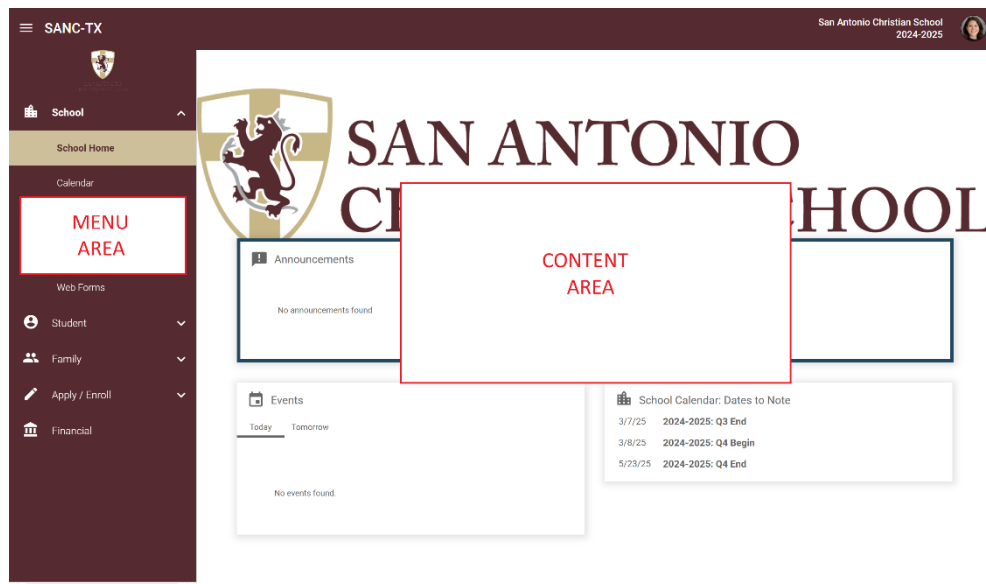
General FACTS Family Organization

The FACTS Family system is organized into four main content areas, visible in the menu system on the left of every page.

1. School
2. Student
3. Family
4. Apply/Enroll
5. Financial
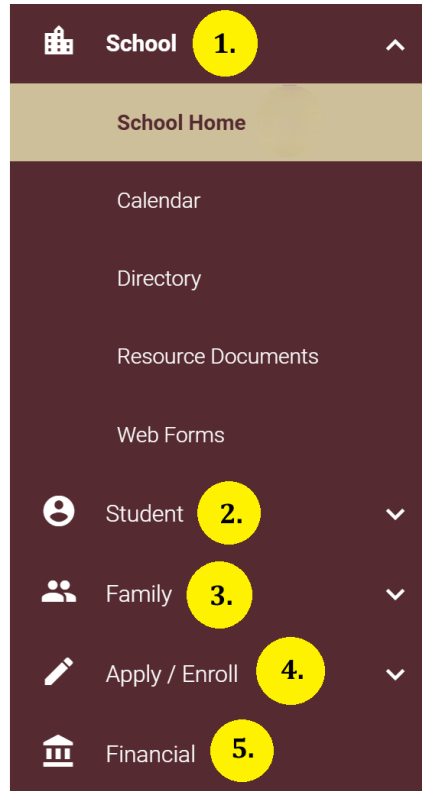
Clicking on any one of those four menu items will expand that menu item and show you additional choices in each area.

The menu items you see visible may differ from these screenshots depending on the features that are turned on at that particular time.

Let's explore each section in more detail on the following pages.

1. School Information Menu Items

The School Information area of FACTS has information and resources related to the entire school community and the student's classes.
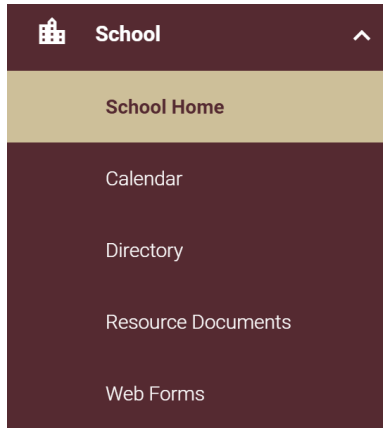
School Home takes you to the landing page for FACTS. On this initial page, you can see the school-wide Announcements, Today's and Tomorrow's Events tabs (from the school calendar of dates and events), and Dates to Note (which lists holidays and half days that affect the school schedule). When you click on one of the announcements, additional information about that announcement is displayed.
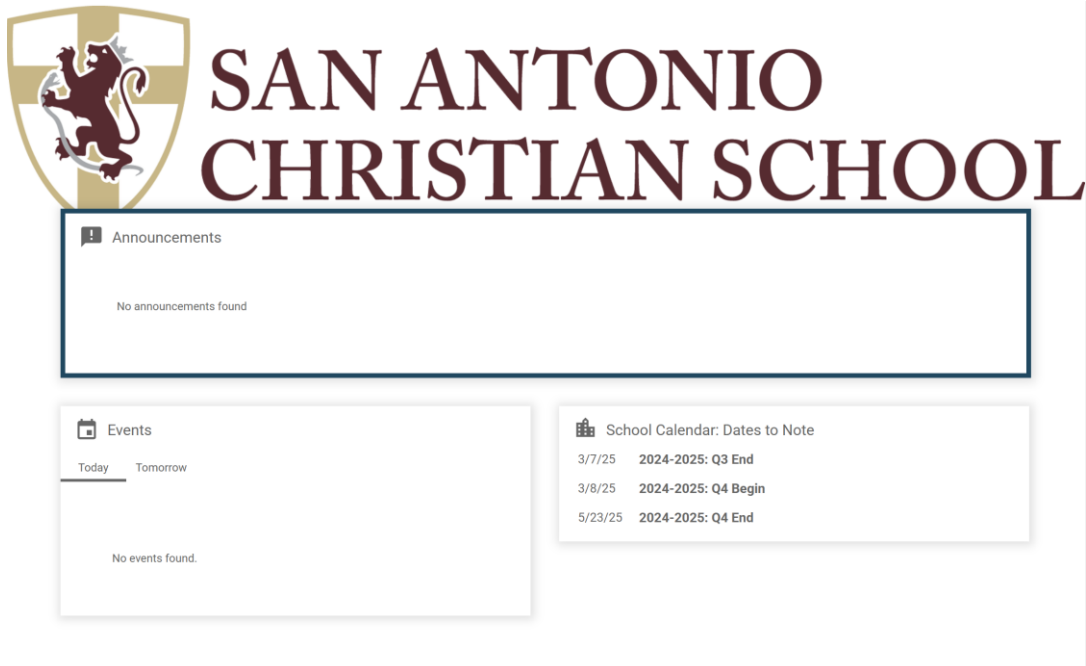
Calendar takes you to a month view of the official school calendar and lets you quickly get an overview of school events.

Directory takes you to the Students, Parents, and Staff directory. Here you can find contact information for all SACS School families and School Staff. Simply select the appropriate tab at the top to toggle between the two. You can click on any of the headings to sort by that heading, and you can also use partial names in the Search box.

When the Students or Parents tab are selected in the directory, you can also filter your results by Grade Level for which your child is enrolled. (Don't forget to press the Search button!)

| 🔍 Search by Name | -All Grades- ▾ | SEARCH |

Students   Parents   Staff

Resource Documents contain helpful documents to include SACS Events Calendar, Tablet Requirements, SACS Student Handbook, and more. Simply click on the title of the document to download.

📄 Document Archives

Upload Order ▾	Name
24	**2024-2025 Events Calendar rev 10_1_24.jpg** 2024-2025 Events Calendar
23	**2024-2025 HS Course Catalog.pdf** 2024-2025 Course Catalog
22	**TabletRequirements_2024-2025_WithOrientation.pdf** 2024-2025 Tablet Requirements
21	**Re-Enrollment Help for 2024-2025.pdf** Re-Enrollment Help 2024-2025
20	**24-25 Student Handbook - Gold Standard.pdf** The Gold Standard (Parent/Student Handbook) 2024-2025
19	**Course Change Request.pdf** HS Course Change Request Form
18	**Elementary School Supply List 2024-2025.pdf** Elementary School Supply List 2024-2025
17	**SACS School Profile 2023-2024.pdf** School Profile 2023-2024

Web Forms provide you access to update your family's information, such as demographic information, emergency contact information, authorized individuals for pick up, and more. Click on the "Update Your Family Info" link under Web Forms.

🗒 Web Forms	
	Last Updated
Update Your Family Info ⬅	

Please choose each individual whose information needs updating. CLICK SAVE at the bottom of each section before exiting. Changes you make on this form may take up to 2 school days to update in FACTS.

Enrolled Students
Amelia Bock   [Student Demographic Form]
Penelope Bock   [Student Demographic Form]
Student Medical
Amelia Bock   [Student Medical Form]
Penelope Bock   [Student Medical Form]

Custodial Parents
Brandon Bock   [Custodial Parent Form]
Andrea Bock   [Custodial Parent Form]

Emergency Contacts:
Amelia Bock   [Emergency Contacts]
Penelope Bock   [Emergency Contacts]

Transportation
Amelia Bock   [Transportation Form]
Penelope Bock   [Transportation Form]

Grandparents
Oneida Hurtado   [Grandparents]
Joel Barajas   [Grandparents]
Add Person   [Add Grandparents]

*IMPORTANT: Updating the "Student Medical Form" WILL **NOT** update the information in Magnus Health. Please log into Magnus Health to update medical conditions and health records to provide up to date information for our school nurses.

2. Student Menu Items

The Student area of FACTS has information and resources which relate specifically to each student and his/her classes. Please note that the menu items you see visible may differ from these screenshots depending on the features that are turned on at that particular time.
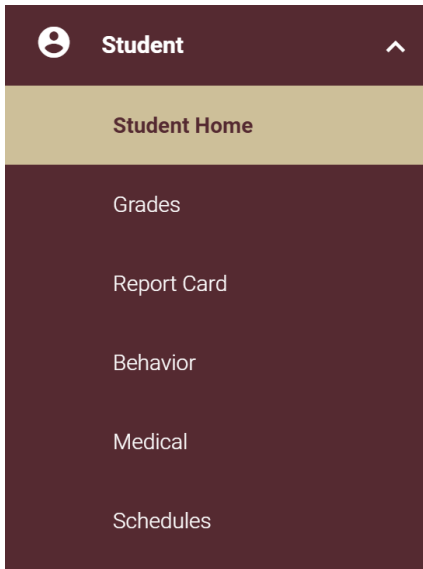
Student Home takes you to the Student Information Summary page. On this page, you can see a listing of all classes and current class grades. Clicking on the grades from here will take you to the class's gradebook. Clicking on the instructor will open a separate window to send him/her an email.

Grades takes you to a summary of the gradebook for a specific class. You select the class by using the pull-down menu. The report shows the averages for each category the teacher has defined, as well as the individual assignment details.

There is also a **Report Card** section where official school report cards will be made available during the year. The report cards are printable if you wish to have a hard copy. I recommend printing out a report card for your records.

Medical is no longer available for parents to update medical information. Please go to Magnus Health to update health records and medical information.

Schedules is where you can view and print a copy of a student's schedule.

3. Family Information Menu Items

The Family Information area of FACTS Family is where information about students and parents resides. Make sure you click the individual from the dropdown menu to review specific information.

Preferences:

Directory Please note that the defaults set in FACTS Family are to show ALL parent contact info in the FACTS Family Directory. If you do not want some or any of your personal information shared in the directory, please click your preferences and Save at the bottom of the screen.

Parent Alert allows us to send short messages to your mobile phones. If you prefer not to receive text messages to a specific phone, please click your preferences and Save at the bottom of the screen. Note: in case of a school emergency notification only, we override your preferences and send an emergency text to ALL phones in your contact list.

Service Hours

To track a student's service hours, click the student from the dropdown menu and a summary of hours will appear under his/her name. As a reminder, high school students are required to receive 96 service hours to graduate (service hours received during middle school do not count towards high school credit).

Apply/Enroll is where you reenroll for the upcoming school year. Please wait to receive instructions from our Admissions department before entering the reenrollment section.

Financial indicates your student's balance on his/her lunch account and your tuition balance. To add funds into your student's lunch account, click "ADD FUNDS." To review your student's lunch purchases, click your balance amount indicated in blue.

Thank you for taking the time to read this document and familiarizing yourself with our FACTS Family Online system.

If you have any questions, please email LHerrera@sachristian.org.

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