

Dear STJES Families,

FACTS SIS (*Student Integrated System*) Family Portal is the school's database which offers families a private and secure online platform that allows you to see academic information specific to your child(ren), while protecting their information from others. All you need is an internet-capable device to view information such as:

- Attendance
- Upper School Gradebook
- School Directory
- Service Hours
- View & Download Report Cards
- Update contact information including grandparents
- and more...

FACTS has created a five-minute [Family Portal Overview video](#) to introduce you to the system, please note that we are not using all the features mentioned such as homework & assignments we are still using Google Classroom for student work. Please watch it at your convenience by [clicking here](#). The password to access the video is **Portal**.

There are just a few easy steps you will need to follow to get started. [Here is a video if you need it](#). The password to access the video is **Portal**.

- Go to [FACTSmgmt.com](https://FACTSmgmt.com)
- Click "**Parent Login**"
- Select **Family Online (ParentWeb)**
- Fill in our school's District Code **SJE-MD**
- Then click on "**Create New Family Portal Account**"

Once you have followed the steps **you will be sent an email** that includes a link to create your Family Portal login. **The link is active for 6 hours.**

***Follow the step and you are all set!***

Attached you will find a **PDF with these step-by-step instructions** as well as a **PDF of your child report card**. *You will receive a separate email for each child you have enrolled at STJES.*

***Thank you!***

**Holly Constantine**  
[Holly.Constantine@stjes.org](mailto:Holly.Constantine@stjes.org)