



FACTS School Management Software provides you, the busy parent, an opportunity to take care of all the financial needs of your student/s in one financial system. All families are required to set up a FACTS account as part of our RenWeb online enrollment process. Tuition payments and the incidentals billing platform, utilized for uniforms, retreats, etc., are all handled conveniently, privately, and securely through a preauthorized payment designated by you each month, from your checking or savings account.

FACTS Family Online allows access to report cards, attendance, behavior, as well as other useful information such as the school directory. There are two separate set ups that will need to be completed following the instructions below.

Be sure to have the following information ready before you begin this process:

1. The name, street address, and email address of the person responsible for making the payments.
2. To protect your privacy, you will be asked to create your own unique FACTS User ID, Password and security question. Please be sure it is something you can easily remember.
3. Account information for the person responsible for payment: bank name, telephone number, account number, and the bank routing number. Most of this information is located on your check. Before you click the Submit button, please carefully read through the Final Review and the Terms and Conditions.

FACTS Management System:

- First go to www.online.factsmgt.com/signin/4JYKR
- under the “Parent Log In” tab, create new account (or sign in with previous FACTS account information), submit your payment plan and registration form. As you add students to your payment plan, FACTS will generate the registration forms for each student.

Next, sign into FACTSmgmt.com

- click back to the FACTS homepage (or click the link again) to set up FACTS Family Online (formerly RenWeb) for access to report cards, attendance, behavior and family directory.
- Click Log In (top right of screen) and select **FACTS Family Online (ParentsWeb)**.
- Type your school's **District Code:** FAMF-TX
- Click **Create New FACTS Account**.



- Type your email address and an email is sent to you.
- Click the **Click to change password** link. This link is only valid for 30 minutes.
- A web browser displays your Name and RenWeb ID.
- Type a **User Name**, **Password** and **Confirm** the password.
- Click **Save Password**. A message displays at the top of the browser, "User Name/Password successfully updated."
- A message displays at the top of the browser, "**User Name/Password successfully updated.**"

If you have any questions about enrolling in FACTS, please contact the business office at 830.798.1333 and speak with Kim Hansard. Once you have a FACTS plan set up, you may contact FACTS directly 866.441.4637. FACTS customer service representatives are available Monday-Thursday, 7:30 a.m. to 7:00 p.m. (CT), and Friday, 7:30 a.m. to 5:00 p.m.