

# FACTS Family Portal for Parents



**FACTS Management** gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

The **FACTS Family Portal** is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view your student's attendance, homework, and grades as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary.

## CREATE NEW PARENT FAMILY PORTAL ACCOUNT

Here's how to access our easy-to-use Family Portal: You can also <u>watch this short video</u> for instructions (Password: Portal)

- In Chrome, Firefox, Safari, or Internet Explorer, go to <u>www.tka.org</u> and click Portal.
- Click Create New Family Portal Account.
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your login. The link is active for 6 hours. *Note:* Your email address must be an email on file with the school. If you get an "Invalid Credentials" message, please email *Help.Desk@tka.org*.
- From the email, click the link to create your Family Portal login.
- A web browser displays your Name and FACTS SIS Person ID.
- Type a User Name and Password and confirm the Password.

Change/Create Password							
Name	Person I	D User Name	Password	Confirm			
Callie Johnston	11519	cjohnston		******	Save User Name and/or Password		

#### Click Save User Name and/or Password.

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

User Name/Pass	sword succ	cessfully updated.		
Change/Creat	e Passwe	ord		
Name	Person I	D User Name	Password Cor	firm
Callie Johnston	11519	ciohnston		Save User Name and/or Password

You can now use your new user name and password to **log in to the Family Portal via TKA's homepage**, <u>www.tka.org</u>, by clicking on "Portal" in the top right corner.

The Family Portal allows you to access:

- Student attendance, homework, and daily grades
- Progress reports and report cards
- School calendar and directories

## FAMILY PORTAL WEB FORMS

Once inside the Family Portal, parents can access the following to make changes:

- Family demographic information, including student, parent, and emergency contact information. It is critical for this information to be up-to-date at all times, so TKA can contact you with important information and reach you in case of emergency. Click on School-->Web Forms-->Family Demographic Form (Diagram A)
- TKA directory preferences. Click on School-->Web Forms-->Family Demographic Form --> Parent Form & Directory Preferences (*Diagram B*). By default, this information is currently visible:
  - **Student:** Name, Parent Name(s), Grade Level
  - **Parent**: Name, Primary Email
- Need Help? Email Help.Desk@tka.org

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THE KING'S ACADEMY	💾 Web Forms
🛍 School 🧄	Eamily Demographic Form
School Home	Parent/Student Agreements
Calendar	
Directory	
Classes	
Resource Documents	
Web Forms	
Diagram B	
THE KING'S ACADEMY	Family Demographic Form
a School A	← <u>Back</u>
School Home	All changes will be reflected once approved by a system administrator.
Calendar	Enrolled Students
Directory	Tori Farnham Student Demographic Form Trenton Farnham Student Demographic Form Custodial Parents
Classes	Tim Farnham Parent Form & Directory Preferences
Resource Documents	Gabrielle Babin Parent Form & Directory Preferences Emergency Contacts: Tori Farnham Emergency Contacts
Web Forms	Trenton Farnham Emergency Contacts

### Diagram A