



THE KING'S ACADEMY

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:

- In Chrome or Safari, go to www.tka.org 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 ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>
<input type="button" value="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/Password successfully updated.				
Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password"/>
<input type="button" value="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, www.tka.org**, by clicking on "Portal" in the top right corner.

The Family Portal allows you to access:

- Student attendance, homework, and daily grades
- 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

Diagram A

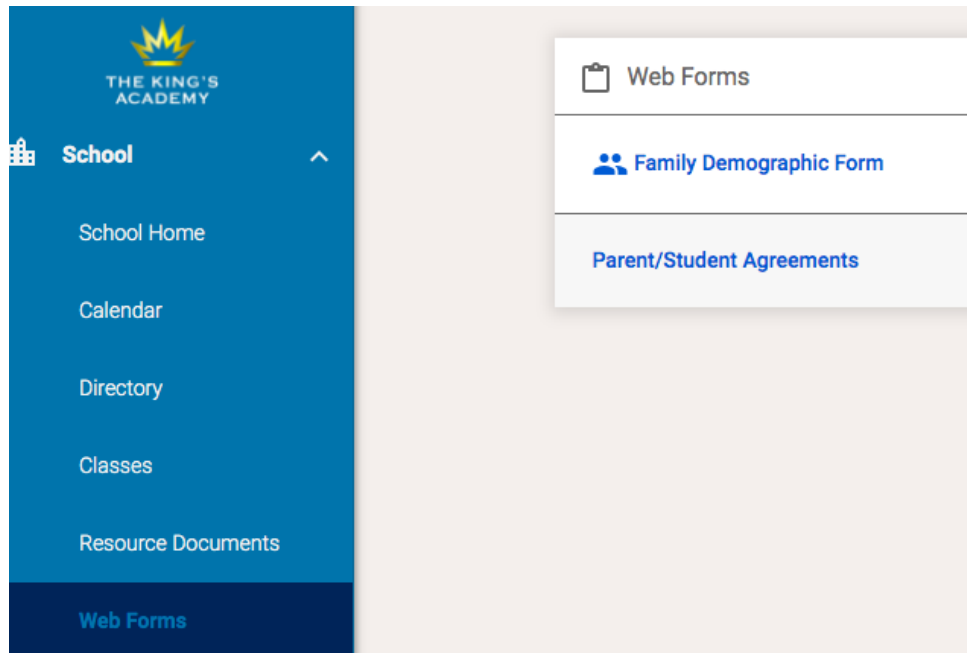


Diagram B

