



THE KING'S ACADEMY

FACTS Family Portal for Parents



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 and grades as well as other school information.

CREATE NEW PARENT FAMILY PORTAL ACCOUNT

- In Chrome or Safari, go to www.tka.org and **click Portal**.
- Click **Create new account**.
- Enter the District Code, which is **TKA-CA**.
- Enter your email address.
- Click **CREATE ACCOUNT**.
- You will see a message that a link to create your account was sent to your email address. **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.*
- **Open the email** from FACTS Support.
- **Click on the link** provided in the email.
- Type the **username** you would like to use (it is recommended to use your email address).
- Type a **password** with at least 6 characters and a combination of letters and numbers.
- **Confirm** the password by typing it again in the next box.
- Click **CREATE ACCOUNT**.
- You should see a message saying "Login Credentials Created."
- Return to www.tka.org and **click Portal**.
- Enter the District Code (TKA-CA) if not already provided, then enter your newly created username and password.

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**
- **TKA directory preferences**. **Click on School-->Web Forms-->Family Demographic Form --> Parent Form & Directory Preferences**. By default, this information is currently visible:
 - **Student:** Name, Parent Name(s), Grade Level
 - **Parent:** Name, Primary Email