FAQ: FACTS – Family Portal – factsmgt.com

What do I use FACTS – Family Portal for?

FACTS – Family Portal gives you the opportunity to be involved in your child's academic progress and future success. FACTS-Family Portal allows you to view academic information such as grades, attendance, homework, as well as other useful school information. You can also view balances, tuition and fees paid, and scheduled payments.

How often should I check FACTS-Family Portal?

You can check your FACTS-Family Portal as often as you like. It is recommended to check at least once a week to view your child's weekly homework assignments and grades.

What is Advent's District Code?

District Code: **AVS-FL**

How do I access my FACTS-Family Portal?

1. From FACTSmgt.com, click **Log in Here** (top right), then click **Family Portal Login** under **For Families**.
2. Type our school's **District Code: AVS-FL**.
3. Type the enrollment **Username** and **Password** you previously created.
4. Click **Log In**.

If you have forgotten your password, click the **Forgot password** link.

How do I access grades and homework assignments in FACTS-Family Portal?

1. From the FACTS-Family Portal homepage, click **Student** from left side menu.
2. From the drop-down menu, click **Grades** or **Homework**.
3. If you have multiple children at the school, use the drop down to select child.

How do I change my financial account (bank or credit card) information in FACTS-Family Portal?

1. From the FACTS-Family Portal homepage, click **Financial** from left side menu.
2. Click on the far right box **Financial Link**, then click **Financial Home**.
3. In the center, find **Payment Plan** and click on the drop down **Action**.
4. Click on **Change Financial Account**.

How do I make a payment in FACTS-Family Portal?

1. Click **Make a Payment** to access the FACTS Financial Payment screen.
2. Click the balance you'd like to pay. Remember, past-due payments must be paid first.
3. Click **Next-Payment Method**.
4. Choose and existing **Payment Method** or **Add a New Account**.
5. Click **Pay Now**.