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# Family Portal

FACTS School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success.

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 can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary.

## **New Families - Special Note Before Setting Up FACTS Family Portal Account**

If your address and/or contact information has changed since you submitted your new student application form, please contact Laurie Sanders at 832-678-0104 or [Laurie.Sanders@CypressChristian.org](mailto:Laurie.Sanders@CypressChristian.org) with the new information before setting up account. (Email account must be the one given to CCS.)

## **New Families - Please see the following detailed instructions to set up your Family Portal account:**

- Log on to [FACTS Family Portal](#)
- District Code is: CCCS-HOU
- Click on Create New Family Portal Account
- Enter your email address (Email must be the one given to CCS)
- Click Create Account
- The FACTS system will immediately email you a password. Please check the email and click link provided to gain access to page where you can create your username and password. For security purposes, that link will only be active for 15 minutes.
- Create username and password (password should be a minimum of 6 characters in length)
- Go back to [FACTS Family Portal](#) login page and enter your new username and password
- Click the Login button
- You should now be logged onto the School Information home page of Family Portal.

## **Additional Notes:**

- If you would like to add an additional account for your spouse, please follow the steps above using his/her email address (given to CCS)
- If you would like to set up an account for your student, please email [Laurie.Sanders@CypressChristian.org](mailto:Laurie.Sanders@CypressChristian.org) with the student's email address. Once the student's email is added to FACTS ParentsWeb, the student will follow the steps above using his/her email address (given to CCS).
- If you need further assistance, please email [Laurie.Sanders@CypressChristian.org](mailto:Laurie.Sanders@CypressChristian.org).

## **Re-enrolled Families**

**Special Note:** If your address and/or contact information has changed since you submitted your re-enrollment form, please contact Laurie Sanders at 832-678-0104 or [Laurie.Sanders@CypressChristian.org](mailto:Laurie.Sanders@CypressChristian.org) with the new information before accessing account.