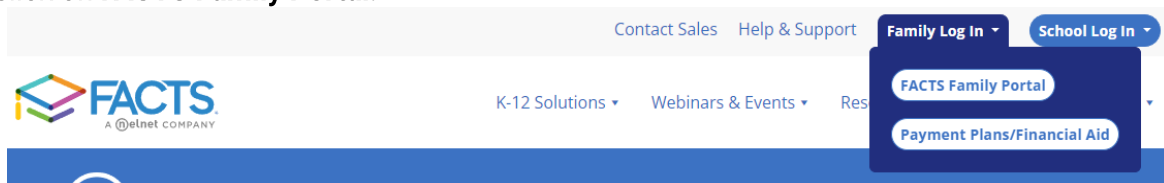# Using CISP's Family Portal

Family Portal from **FACTS** is a private and secure parents' portal that allows parents and students to view academic information specific to their children, while protecting their children's information from others. You may view 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.

Step 1: Navigate to https://factsmgt.com/ and tap/click on Family Login (top right) and then tap/click on **FACTS Family Portal**.
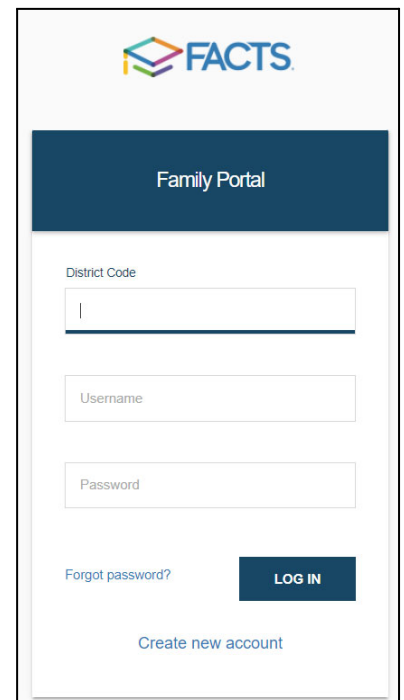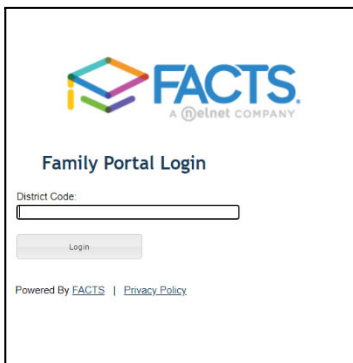

← Step 2:

Enter CISP's district code **CIS-CZE** into the new login page and tap Login.

Step 3: →

New parents: **Click Create new account** and use the email address you gave CISP in the application.

Returning parents: Enter your username and password. If you forgot your password, click on "Forgot Password?" and check the email account you use with CISP. If you've forgotten your username, contact kate.parker@cisprague.org for help.

Once you're logged in, you can bookmark or save the url to access the Family Portal in one click in the future.

We encourage you to log in to the Family Portal regularly so that you can access:

- School calendar and announcements
- Student attendance records
- Homework and missing assignments
- Progress reports and reports cards
- Staff/Family Directory
- Tuition and fees due