

## FACTS Enrollment Guide for Current Families

To re-enroll for next school year, please read the email sent out from the FACTS SIS (student information system) in mid-January. Please note that you will need to follow the instructions in that email notice to create an account in the FACTS Family Portal. While most families already have an account in the FACTS Tuition Management System, you will need to create a **new account** to use with FACTS SIS.

Please review the following Vimeo video to see how you will create your FACTS Family Portal login. The video is about 3 minutes long and is protected with a password (**Portal**).

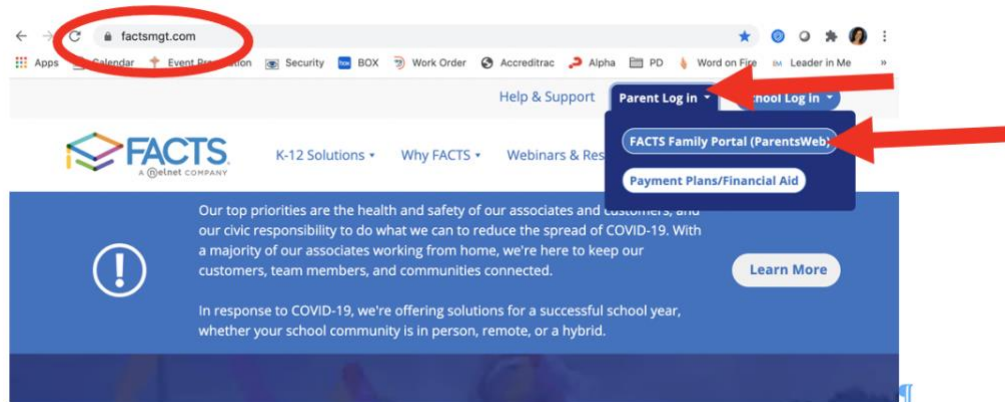
<https://vimeo.com/152634570> unlock with Portal

Please note that our District Code is **OLGC-MI**.

When you click on the link to **Create a New Family Portal Account** you will want to use the email address that received the instructions in mid-January. FACTS uses the mother's email address by default. If you need this to change, please contact the school office ([info@olgcparish.net](mailto:info@olgcparish.net) or (734) 453-3053).

When you complete the account setup steps you will be ready to login to the Family portal and complete the re-enrollment process.

- Please go to [www.factsmgt.com](http://www.factsmgt.com)
- Select **Parent Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.



- Type in your username and password. The District Code is **OLGC-MI**.



### Family Portal Login

District Code:

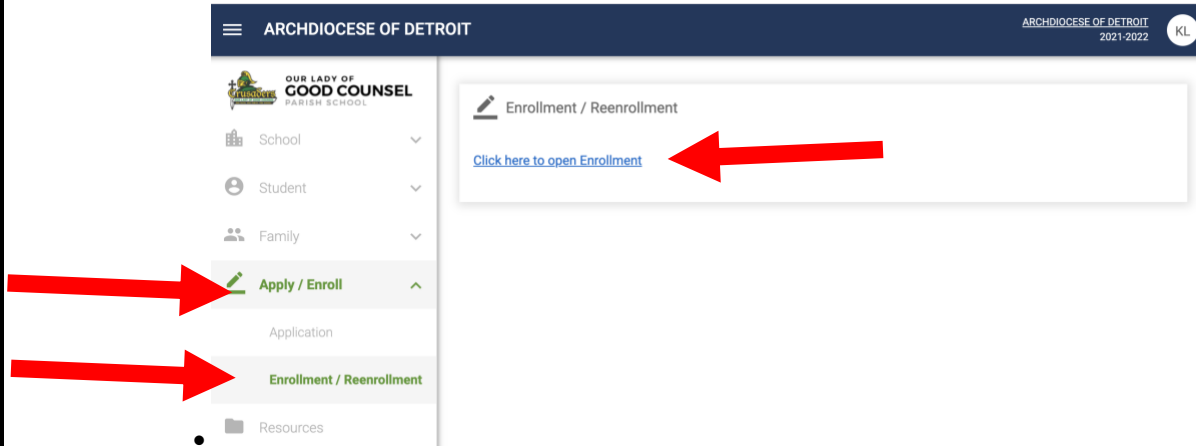
User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

[Create New Family Portal Account](#)

- After logging in, click on **Apply/Enroll** in the left menu.
- Click on the **Enrollment/Reenrollment** link.

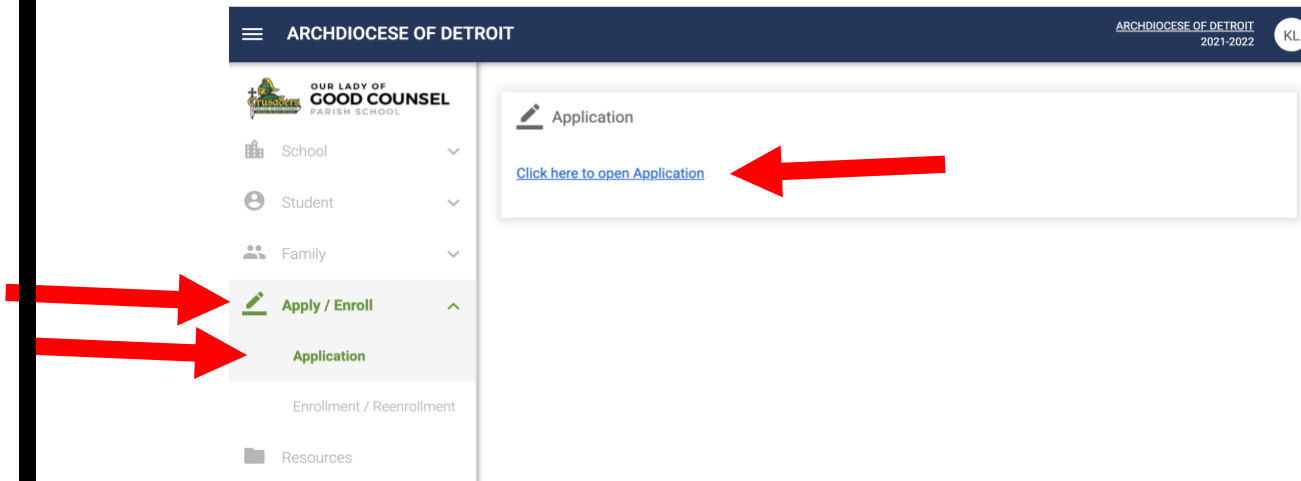


The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later. You will need to upload your child’s birth certificate and immunization record or State of Michigan Immunization Waiver Form. There is a \$250 enrollment fee that will be applied towards tuition.

### Adding a New Student

To add a new student for next school year, you will return to your **FACTS Family Portal**. (Follow the directions above if you need to login.)

- Click on **Apply/Enroll** in the left menu.
- Click on the **Application** link.



- Create a New Student Application.

The \$125 application fee will be waived for current families who add a new student by January 22, 2021. You will receive an email when your application has been accepted and may complete the Enrollment process for your child.