

## FACTS Enrollment Guide for NEW Families OLGC Parish School

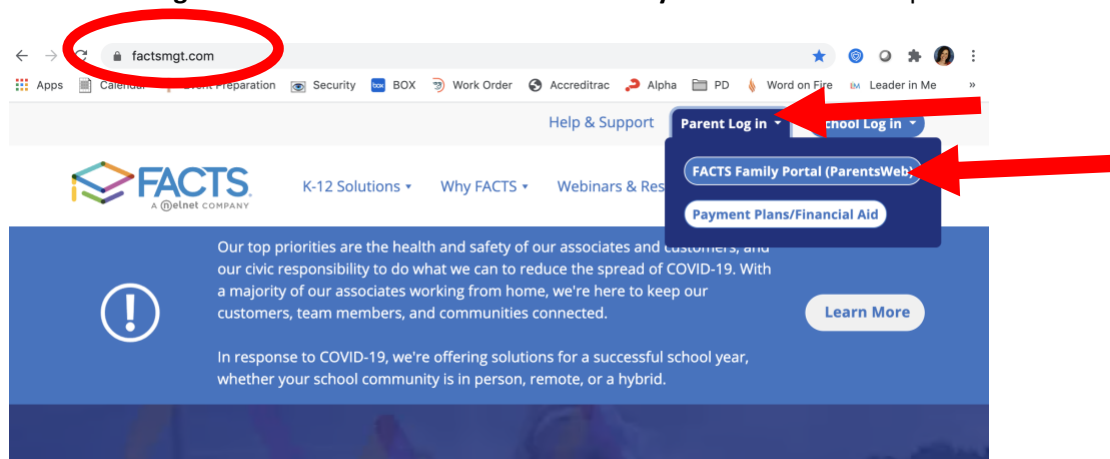
To apply for next school year, you will access our FACTS Family Online Portal. If you do not have a login, please follow the instructions for [Creating a Family Portal Login](#) listed below.

### Creating a Family Portal Login

- 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** to view

- 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.



- Click **Create New Family Portal Account**
- Enter **OLGC-MI** into the **District Code** field and your email address.
- You will receive an email from FACTS SIS Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.



### Family Portal Login

District Code:

User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

Parent Student Staff

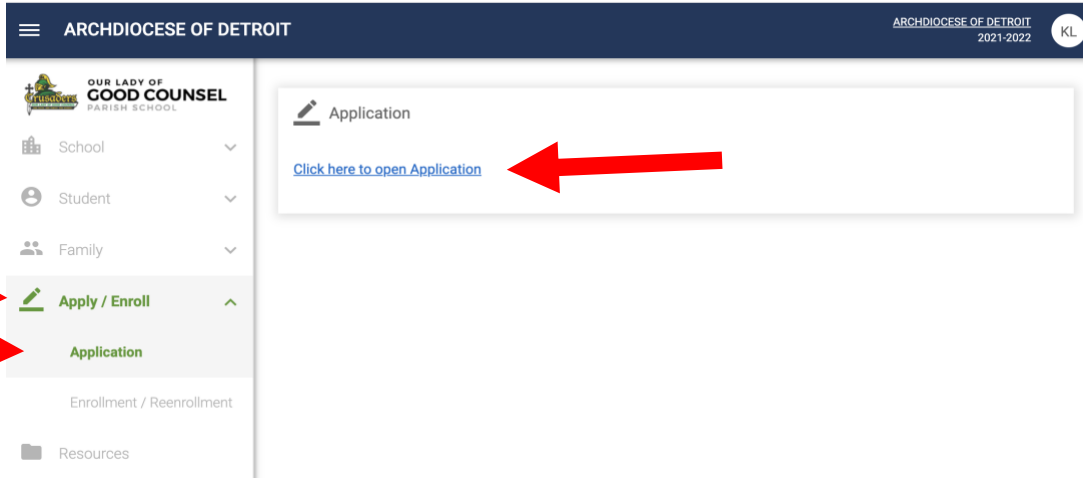
Login

[Create New Family Portal Account](#)



## Application Process

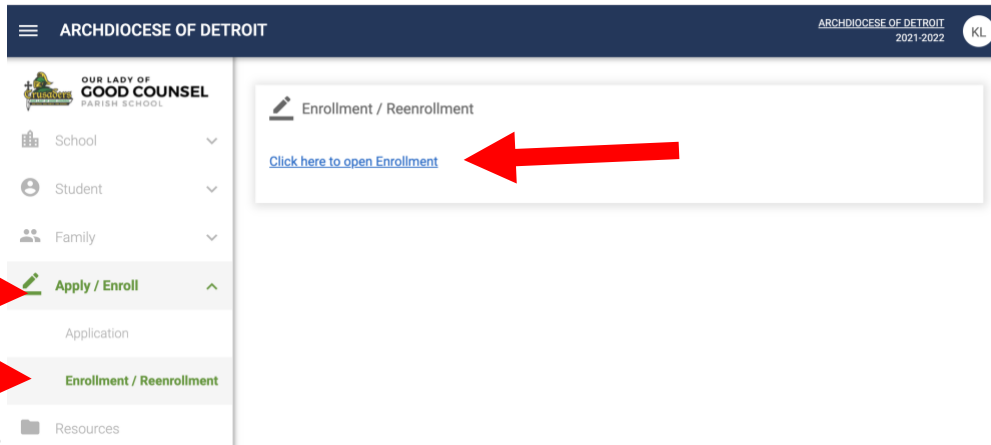
- Log in to the **Family Portal** by returning to [www.factsmgt.com](http://www.factsmgt.com)
- Click on **Apply/Enroll** in the left menu.
- Click on the **Application** link.



There is a \$125 non-refundable application fee. You will receive an email if your application is accepted and you may complete the Enrollment process for your child.

## Enrollment Process

- Login to the **FACTS Family Portal** (see above)
- Click on **Apply/Enroll** in the left menu.
- Click on the **Enrollment/Reenrollment** link.



The Enrollment 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.