



Log in to your parent portal at **factsmgt.com** or by using the **FACTS Family App**.

Once logged in to the portal, choose the **Family** icon and you will see the **Family Home** button, click on it to open. Once open you will see your demographics along with a **Preferences** list. **If using the **Family App**, you will select the **Family** icon and the preferences screen below will display.*

This is where you can view and change your preferences. Click on the **pencil icon** to edit your list. Remember to have **Auto Email Gradebook Progress Report** set to *Weekly* to receive the Sunday gradebook reports.



Preferences	
Auto Email Gradebook Progress Report	WEEKLY
Directory Block: Name	No
Directory Block: Address	Yes
Directory Block: Home Phone	Yes
Directory Block: Cell Phone	Yes
Directory Block: Email	No
Donor Synch. Block	No
Parent Alert Home Phone	No
Parent Alert Cell Phone	Yes
Parent Alert Work Phone	No