Dear SKS Parents,

Beginning July 16, 2025 will begin using an integrated version of the FACTS Tuition Management and FACTS SIS systems. As of this date you will access your FACTS account via FACTS Family Portal. You will find the Family Portal link on the school website or by following the steps below:

<u>FACTS Family Portal Login Instructions</u>

- Please go to the website https://www.factsmgt.com/
- Top Right on the site, click on **"Log In Here"** by Parents & School Administration
- In the "For K-12 Families" box click on **"Family Portal Login"**
- Enter the District Code (SKSS-PA)
- If you already have an account, enter username and password and click Login.
- Click **"Create New Account"** if you have not set this up yet
- Enter the ==email address that received this email==, and our District Code

Our District Code for St. Katharine of Siena is **<u>SKSS-PA</u>**

- You will receive an email from 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 six 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.
- Log into **FACTS Family Portal** as instructed above

Thank you for your continued loyalty and support for St. Katharine of Siena School. We depend on your support in our efforts to provide the highest quality of education for your children. Your continued support and cooperation is appreciated, as we remain committed to our mission.

Sincerely,

Jeanne Mulvanerty
Principal
St. Katharine of Siena School