



## How to log into FACTS

### For New Parents/Students or First Time Users

1. If you did not provide your email address on the admissions materials, please let us know what it is so it may be entered into the database. Items of correspondence will be sent via FACTS to all the email addresses that you provide.
2. Go to **[HTTPS://www.FACTSMgt.com](https://www.FACTSMgt.com)**
3. Click the **Parent Log In** button in the upper-right hand corner.
4. Select **“FACTS Family Online (ParentsWeb)”**
5. Click **“Create New ParentsWeb Account”**
6. Enter the district code: **ED-OH**
7. Enter the email address that you gave the school as your User Name. FACTS will email you a link to your email address.
8. In email, click on link to create a user name and a password. **Note that the password will be case sensitive.**
9. Go back to **[HTTPS://www.FACTSMgt.com](https://www.FACTSMgt.com)**. Enter the district code, user name, password and click the login button.
10. On the opening page of your FACTS you will find a number of things to explore that will provide you with information about the school and your child’s progress.

If you should change your email address, please notify the school so it can be changed in the database.

### For All Parents/Students

**\*\*If you did not provide your email address on the admissions materials, please let us know what it is so it may be entered into the database. Items of correspondence will be sent via FACTS to all the email addresses that you provide.**

Hint: Sometimes browsers may not let you properly enter or view the FACTS site. If that happens, try deleting the *cookies* and *temporary internet files*.