

FACTS Family Portal FAQs



FACTS Family Portal is a web-based platform Veritas Academy of Tucson uses to connect teacher with co-teacher, family with school, and supply documents and information as needed. It is an important tool in communicating upcoming events, locating student lessons plans, providing documentation, and accessing financial and family records. We rely heavily on Family Portal so it is important for students and parents to be familiar with it. Please take a look around if you haven't used the tool.

How do I create a parent or student account?

- **Parents** who submitted your student's admission packet, you created your Family Portal account during the enrollment process. Your spouse can create his/her own account or share your account.
- **Students** can also have their own account for quick access to their lesson plans. If your student does not have an email address, please contact the school office for login information. Email requests to office@vatucson.com or call 520.576.0427.
- **Create** an account at www.factsmgmt.com
 - Enter district code VA-AZ. Click Login
 - Click Create New Family Portal Account
 - Enter your email address that is on file with FACTS. Click Create Account
 - FACTS will send a verification email. Your account will not be activated until you respond to this verification email. (Please check your spam folders if you haven't received this email within 15 minutes).

How do I log into Family Portal?

- Go to www.factsmgmt.com. Click Family Log in from the upper right corner. Then click FACTS Family Portal.
- Enter the district code VA-AZ. Click login.
- Enter your username and password.
- If you have forgotten your username or password, click Forgot User Name/Password link.

What if I get locked out of my account?

- If you are locked out of your account due to multiple login attempts, please contact the VAT school office at 520.576.0427 or office@vatucson.com.

How can I change my username or password?

- After logging into Family Portal, on the top right corner of the Family Portal home page, click the small circle icon (which contains your initials).
- Click Username/Password/Privacy and make the desired changes. You will have the option to change your username, password, or both.

What info can I find in Family Portal?



School Tab

- School Home: announcements and upcoming events.
- Calendar: events listed by date. Click the event for more details (time/date/map/etc)
- Directory: contact information for families, teachers, and staff.
- Classes: class list with quick-links to individual class homepages.
 - Use the drop-down menu at the top to go between multiple students.
- Resource Documents: Helpful documents such as supply list, handbooks, calendars, and summer reading.
- Web Forms: access to the Family Demographic form if you need to make changes to your family information.

Student Tab

- Student Home: weekly summary of lesson plans, quick-links to individual classes, and attendance.
 - Use the drop-down menu at the top to go between multiple students.
- Grades: view gradebook, report card, and transcript details.
 - Use the drop-down in the upper left corner to go between students.
 - Use the drop-down in the middle of the page to go between classes.
- Lesson Plans: see the weekly lesson plans for all classes. You can print individually for class or the whole week at a time.
- Report Card: the most current report card for your student will be displayed.
- Attendance: absences and tardies for each student and class.
- Medical: general information, allergies and medical information, and allowable Over the Counter medications.
- Schedules: class listing and schedule for the day of the week and class period.
 - Use the drop-down to go between students.
 - Printing is available in the upper right corner.

Family Tab

- Family Home: view family member information, service hours, and access billing.
 - Use the drop-down menu to go between family members.

Apply / Enroll Tab

This tab will only be viewable during our Admissions period from November to March.

- Application (New Student): use this link when you are applying for a new student within your family.
- Enrollment/Reenrollment: use this link to reenroll your current student each year.