

PARENT LOGIN

(STEP-BY-STEP INSTRUCTIONS)



1. Go to www.factsmgt.com and click **Family Login**, then select **FACTS Family Portal (ParentsWeb)**.
2. If you already have an account, you can just login with your username and password. If you DO NOT have an account, click **Create New Family Portal Account**.
3. Type in the **School District Code** as **GL-MI**.
4. Type in the email address that you have on file with Great Lakes Adventist Academy as your email contact and click **Create Account**.
5. If you receive an error message, such as, “Error, Invalid Credentials: please contact school administrator (Code 2)”, than the email address you typed is not the one you have on file with the school. PLEASE CONTACT THE SCHOOL FACTS ADMINISTRATOR, Hilda Reichert (*Registrar*) at hreichert@glaa.net. (You will have to update your email address with her.)
6. If after you enter the email address that is on file with the school and press **Create New Family Portal Account**, an email will be sent to your account with a link where you can go to create your username and password. For security purposes, the link will only be active for 6 hours, after which you will have to create an account again.
7. Click the link to **Create** your login.
8. Type your username in the field. Use whatever you like, but to make things simple and one you will always remember, use your name or email here.
9. Type your password in the next field, which needs to be at least 6 characters long and is case-sensitive. Then press **Confirm**.
10. Click **Save Username and/or Password**
11. When you see the confirmation at the top **Username/Password successfully updated**, you can close the tab and are ready to login to FACTS Family Portal.
12. Go back to www.factsmgt.com and click **Family Login**, then select **FACTS Family Portal (ParentsWeb)**.
13. Enter GLAA’s District Code (GL-MI), your new username, and your new password. Then click **Login**, and you can start reading your student’s information navigating from the left column.
14. **ParentsWeb allows you access to:**
 - ▶ student attendance and daily grades
 - ▶ progress reports and report cards
 - ▶ lesson plans and homework each of your student’s teachers have posted
 - ▶ student discipline reports
 - ▶ teacher contact information