PARENT PORTAL LOGIN INSTRUCTIONS FOR EXISTING AND NEW USERS

RenWeb is PCA's school management software. ParentsWeb is a private and secure parents' portal that allows parents to see academic information specific to your child(ren), while protecting their information from others. You can view academic information, school and lunch calendars, important school forms even make lunch payments.

NEW USERS: Here's how to access our easy-to-use **FACTS Parent Portal**:

- Go to www.factsmgt.com
- Type our school's **District Code**: **PCA-PA.**
- Click **Create New Account**.
- Type your email address (as provided to the school) and an email will be sent to you. **NOTE:** If you have not provided the school with your email address or your email address has changed, please call the office immediately as you will not be able to login.
- Click the **Click to change password** link.
- A web browser displays your Name and USER ID.
- Type a **User Name**, **Password** and **Confirm** the password.
- Click **Save Password**. A message displays at the top of the browser, "**User Name/Password successfully updated**."

EXISTING USERS: **PARENT PORTAL Login**

Passwords have not changed. Follow instructions below to login.

- Go to www.FACTSMGT.com and click Logins -Login.
- Type our school's **District Code**: **PCA-PA.**
- Type **Username** (your email address provided to the school).
- Type **Password** and click **Login**.

If you have forgotten your **Password**:

- Type **District Code** and click **Forgot Username/Password.**
- Type your email address (as provided to the school) and an email will be sent to you.
- Click the **Click to change password** link.
- A browser window displays your Name, your Person ID, your User Name and obscured Password.
- Type a new Password, confirm it and click **Save Password.**
- A message displays at the top of the browser, "**User Name/Password successfully updated**."

- ✓ **To view academic information:** Once you have logged into Parent Portal: click the **Student Information** tab on the left side. You can access grades, attendance and lunch calendar.
- ✓ **To make a lunch payment:** Click the **Family Information** tab on the left side. You will see the Family Billing Box (on the lower right side), select **PAY NOW.** Enter the amount to be in your lunch bank account. Click **Pay Now**. Complete all payment information and select **Confirm**.