

## Here's how to access our easy-to-use FACTS Family Portal:

- Make sure that the school has your email address in FACTS.
- In Chrome, Firefox, or Safari, go to [www.factsmgt.com](http://www.factsmgt.com) and click **Parent Login** and then **FACTS Family Portal** (ParentsWeb).
- Type the school's District Code **CS-KY**
- Click **Create New Family Portal Account**.
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your Family Portal login. The link is active for 6 hours.
- Select the **Click to Create your Family Portal login** link.
- Type a **User Name, Password**, and **Confirm** the password.
- Click **Save User Name and/or Password**.
- A message displays at the top of the browser, "**User Name/Password successfully updated.**"
- You may now log in to **FACTS Family Portal** using your new **User Name** and **Password**
  - ❖ Family Portal allows you to access to:
    - Student attendance and daily grades
    - Progress reports, reports cards and transcripts
    - Lunch menus/order forms
    - Family/staff directory
    - Update your family contact info/emergency contact info
    - FACTS/tuition info

If you have problems logging in or questions you can email our IT Tech at [tammy.creech@cornerstoneky.com](mailto:tammy.creech@cornerstoneky.com)