

# FACTS SIS Family Portal

(creating your Family Portal account)

**FACTS SIS Family Portal** is a private and secure parent portal that allows parents to view academic information specific to their child(ren) while protecting their information from others. You can see your child's grades, attendance, and homework, as well as other useful school information such as ordering school lunches. All you need is an internet-capable computer.

Here's how to create your **Family Portal** account:

- Go to the CCS website: [www.conwaychristianschool.org](http://www.conwaychristianschool.org)
- Click on **ParentsWeb** under Quick Links
- Click **Create New Family Portal Account**
- Type your email address that is listed on your New Student Application and click **Create Account**. An email will be sent to you.
- From inside that email, click the **Click to Change Password** link. *This link is only valid for 30 minutes.*
- Type a **User Name, Password and Confirm** the password (You may create any user name you'd like)
- Click **Save Password**
- A message displays at the top of the web browser, "**User Name/Password successfully updated.**"
- You can now log into Family Portal using your user name and password.

Once you are logged in to your Family Portal account, click the Apply/Enroll tab on the left hand side of your screen > Enrollment/Reenrollment > Click Here to Open Enrollment > Start Enrollment Packet.

Please email Sherry Rowlett at [srowlett@conwaychristianschool.net](mailto:srowlett@conwaychristianschool.net) if you have any questions or problems.