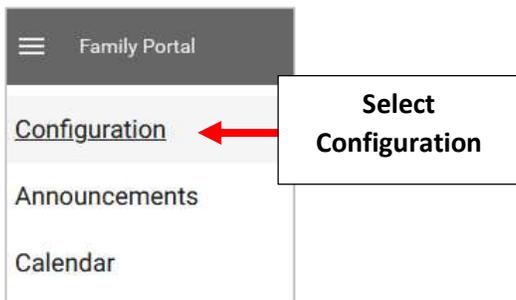# Configure COVID Health Screening Form in FACTS SIS

Web Form Functionality Must be Enabled ***Please go to Family Portal > Configuration and Verify Web Forms are set to Show on the Family Portal***
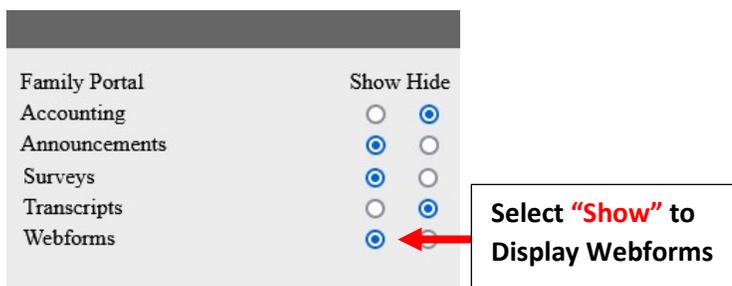
**Once logged into FACTS please select Family Portal from the Left Side Menu**

Select Family Portal

Select Configuration

Select Configuration

Select "Show" to Display Webforms. Changes will Save Automatically

Select "Show" to Display Webforms

Please select Report Manager from the Left Side Menu

Select Report Manager

Select Administration > COVID Web Form - Configuration
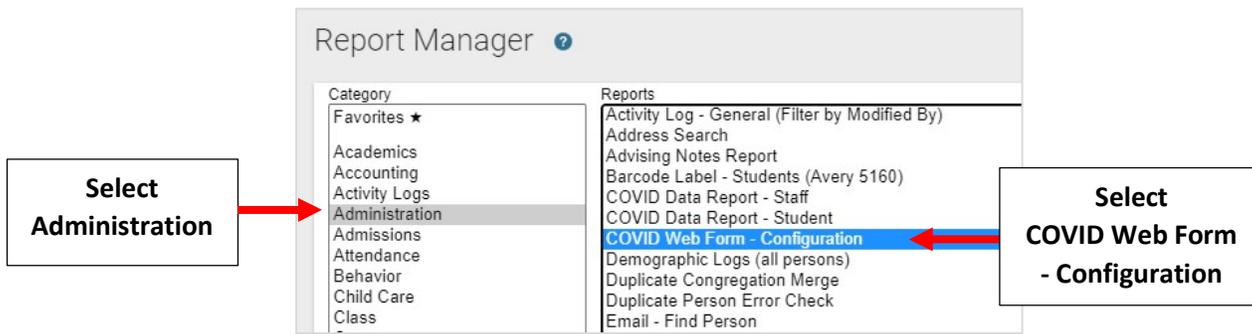
Select View Report
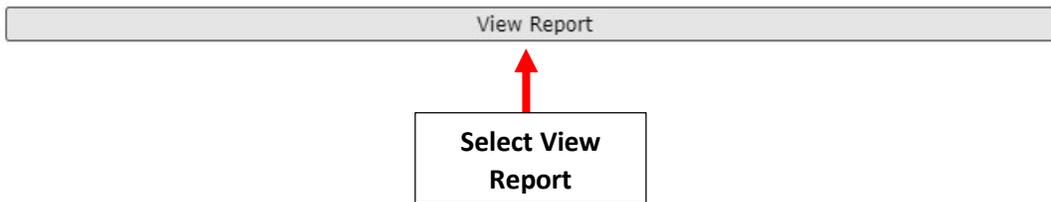
Health Screening Criteria have already been set by Superintendent's Office

*****Do Not Make Any Changes*****
without Authorization from
Superintendent's Office

List email address for Principal and Administrator to receive notification of families who _have not_ completed the web form each day

Check Enable COVID Web Forms and Enable COVID Email Notification. Select 9:00am for Run Time. Select Submit Configuration to Save your Changes

Check Enable COVID Web Forms and Enable COVID Email Notification

ACTIVATION: *Select the options below to activate your COVID web forms and email notifications.*

☑ Enable COVID Web Forms
☑ Enable COVID Email Notifications   Run Time
(Eastern): 9:00 ⌄

Submit Configuration

Select Submit Configuration to Save your Changes