

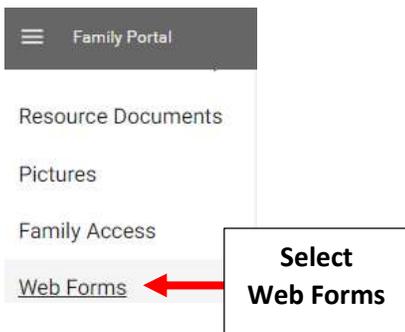
Configure Staff COVID Health Screening Form in FACTS SIS

****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 Web Forms



Select Pencil to Edit **COVID Response Form - Staff**

Web Form Configuration +

Web Form	Audience	Closed	Web Form ID	
COVID Response Form - Family	Family		8	
Family Demographic Form	FAMILY		3	
Custodial Parent Form	Parent	Y	5	
Grandparent Form	PARENT		4	
COVID Response Form - Staff	Staff			



Uncheck **Closed**



Scroll to bottom of Page and enter **Email Address** of person to receive COVID Screening Notification. Select **Save to Save** your Changes

Enter Email Address

Entire District Entire School [Edit Member List](#)

Email Address

[New](#) [Save](#) [Save to Save](#)

[Preview](#) [Clear Data](#)

Save to Save your Changes