

# Posting Resource Documents to the Family Portal in FACTS SIS

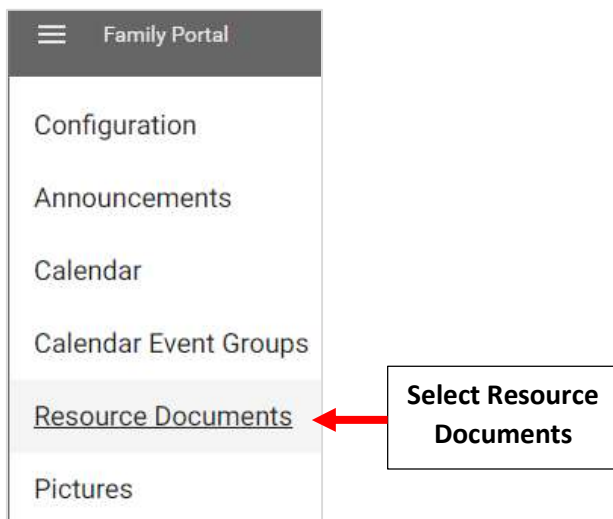
**\*\*Resource Document Functionality Must be Enabled\*\*** Please go to Family Portal > Configuration and Verify Resource Documents are set to Show on the Family Portal



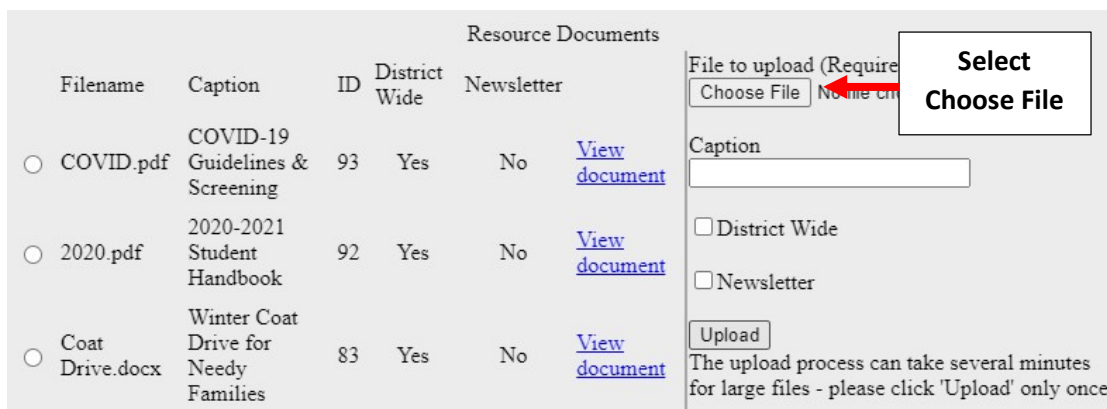
Once logged into FACTS please select **Family Portal** from the Left Side Menu



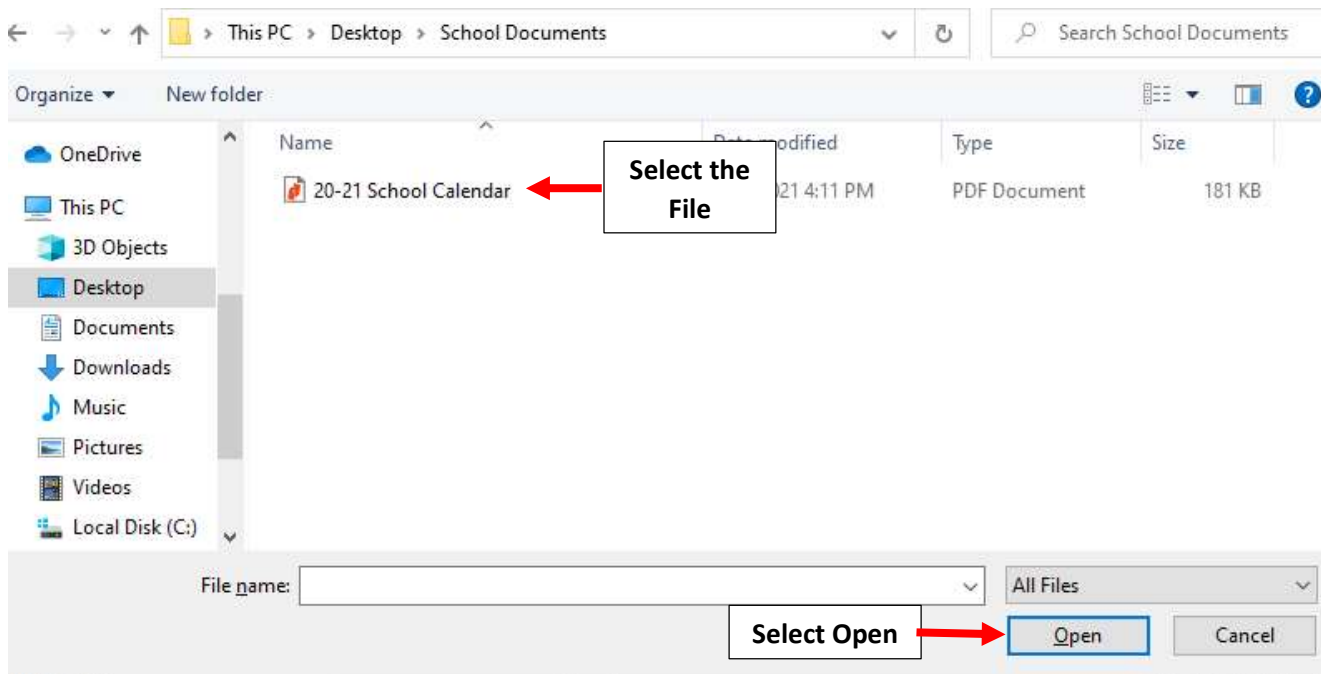
Select Resource Documents



Select Choose File to Select file to upload



Select the file and click Open. The file displays in the File to upload field



Type a Caption and Select the Newsletter option to display the document in the Newsletter area of Resource Documents. Select "Upload" to add the file to the Resource Documents list in Family Portal

