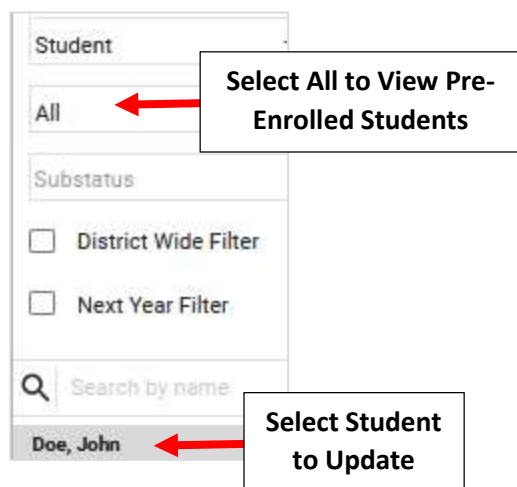


Update Student Demographics in FACTS SIS

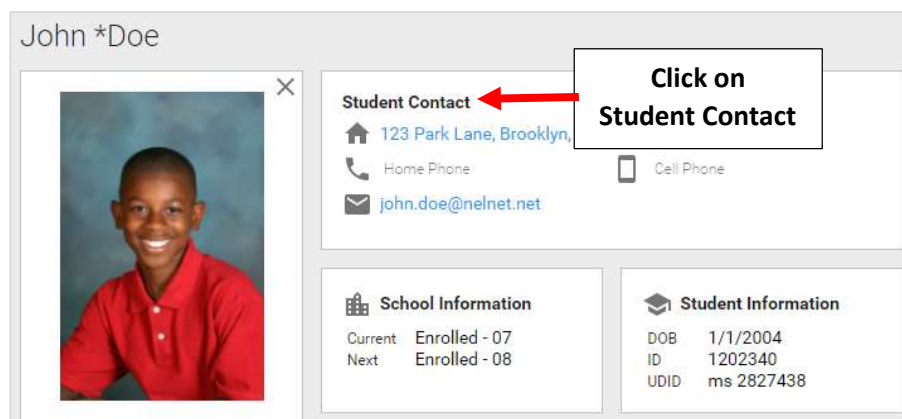
Once logged into FACTS please select **Students** from the Left Side Menu



Will Default to Enrolled Students, Select **All** to list **Pre-Enrolled** and Select **Student** to Update



Click on **"Student Contact"**



There are **4 Tabs** to Select from:



General Tab – Basic Student Information

Contact Tab – Address, Home Phone, Email, Cell Phone

Birth Tab - DOB, Gender, Birth Information, Citizenship, Language, Race Ethnicity

Notes – Can enter general notes for Student

Select Tab, make changes and Select **Save** to **Save** your Changes