Once logged into FACTS please select "Students" from the side menu



Select the Student you would like to Edit

🗮 People Managemen	t	
Student 👻	Ŧ	
Enrolled		
Substatus		
District Wide Filter		
Next Year Filter		
Q Search by name		
Abraham, Dene	Select Student	
Abraham, George	to Edit	
Allison, Gabrielle		

Select Demographics from the Right Side Menu. Select the Birth Tab and Select your Race and Ethnicity from the associated dropdowns. Select "Save" to Save your changes.

	BASIC CON	TACT BIRTH NOT 2. S	elect the rth Tab	Academics Advising
rth				Alerts
				Attendance
DOB *	Gender			Behavior
Thursday, Jan 01, 2004	▼ Female	X Citizenship	1. Select	Demographics
			Demographics	EC/PU Contacts
Birth City	Birth State	Birth Country		Email History
3. Select	Race	Ethnicity		4. Select vou
First Lan your Race	White	•		Fthnicity
		Hispanic/La	atino	Interests
		Non-Hispar	nic/Latino	Medical
				School
		5. Select "	Save" to	Service Hours
		Save your	changes	and the second second