Update Student with Multiple Races in FACTS SIS
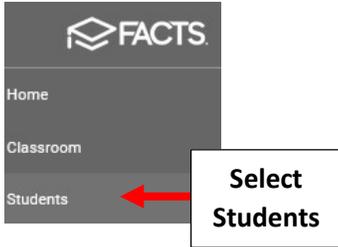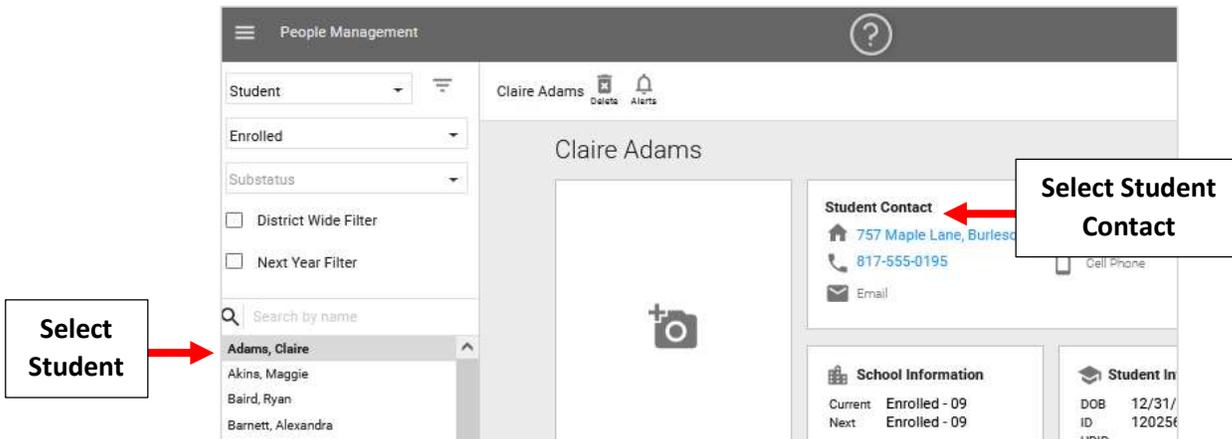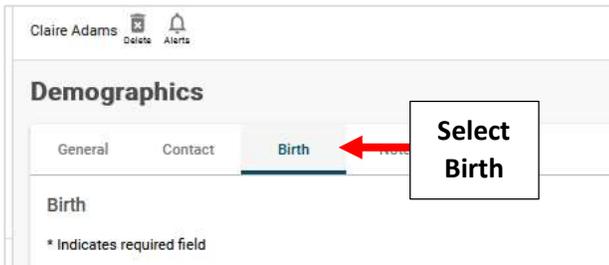
Once logged into FACTS please Select Students from the Main Menu

Select Students

Select Student and Click on Student Contact Tile

Select Student Contact

Select Student

Select Birth Tab

Select Birth

Scroll Down and Select Race Dropdown
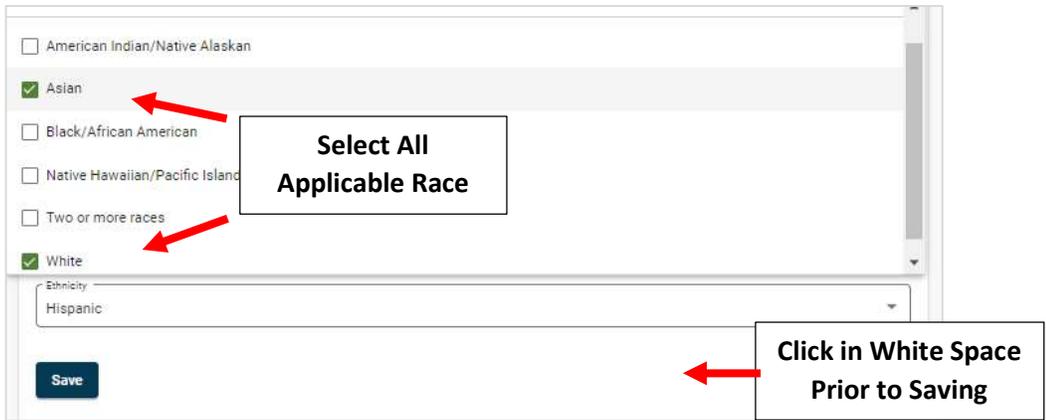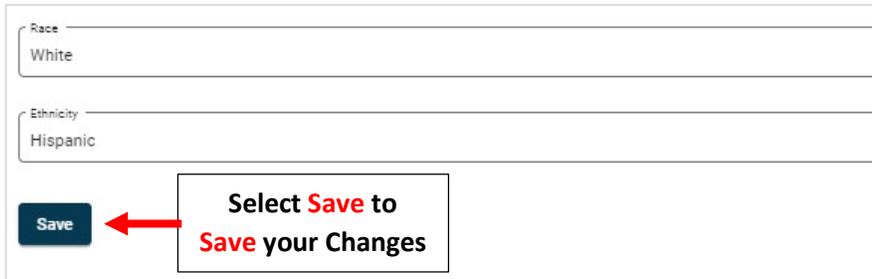

Select Race Dropdown
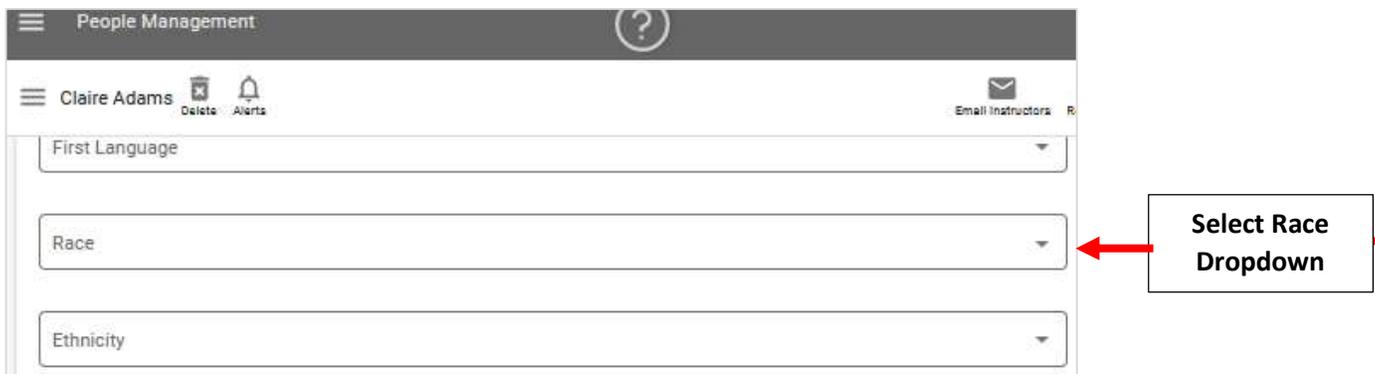
Place a Checkmark by All Applicable Races, Click in White Space to Close Window

***Important** You Must Close Windows before Saving to Prevent Loss of Selection**

☐ American Indian/Native Alaskan	
☑ Asian	
☐ Black/African American	**Select All Applicable Race**
☐ Native Hawaiian/Pacific Island	
☐ Two or more races	
☑ White	

Ethnicity
Hispanic

Click in White Space Prior to Saving

Save

Select Save to Save your Changes

Race
White

Ethnicity
Hispanic

Save

Select Save to Save your Changes