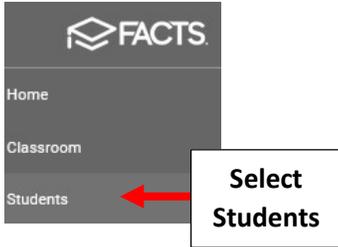
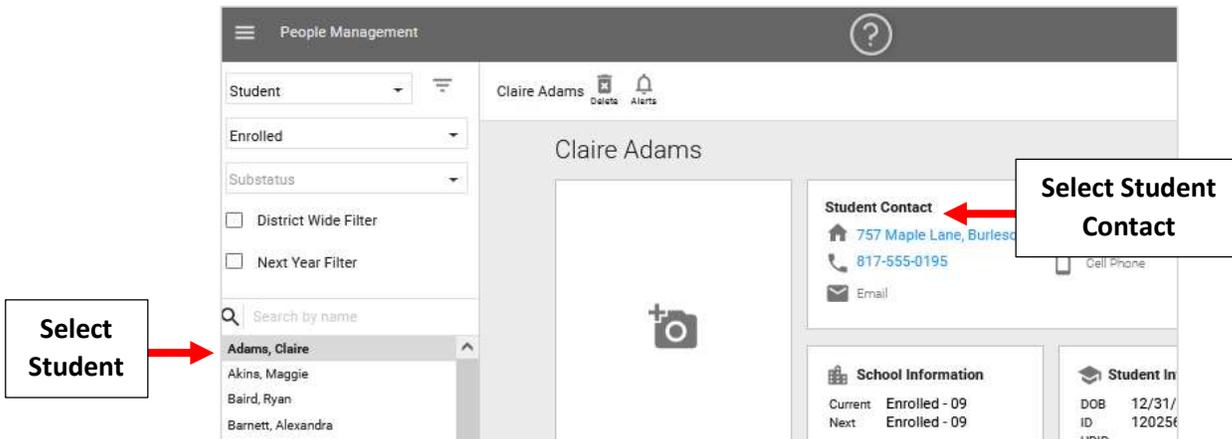


Update Student with Multiple Races in FACTS SIS

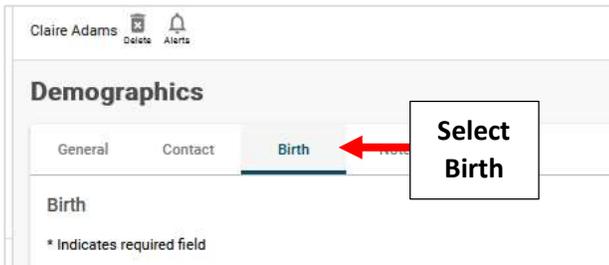
Once logged into FACTS please Select **Students** from the Main Menu



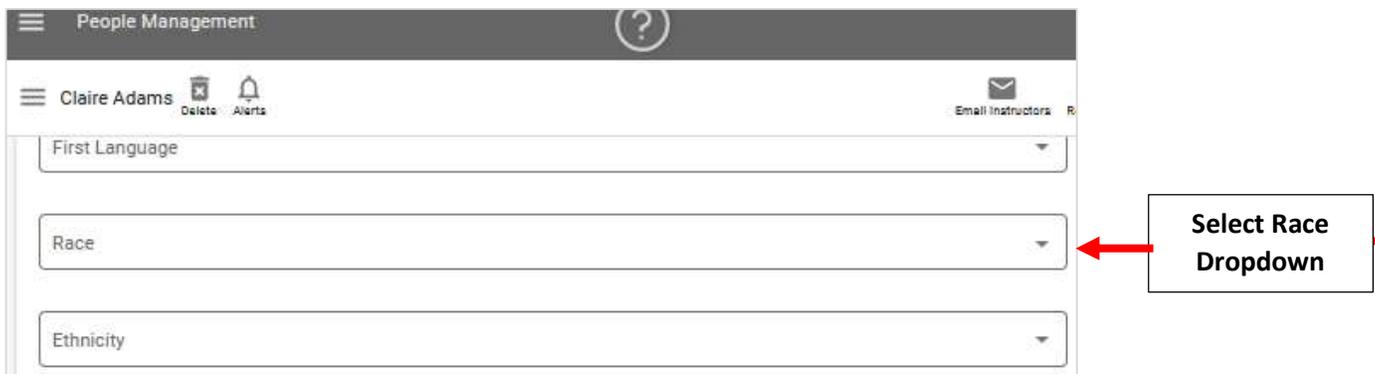
Select **Student** and Click on **Student Contact** Tile



Select **Birth** Tab

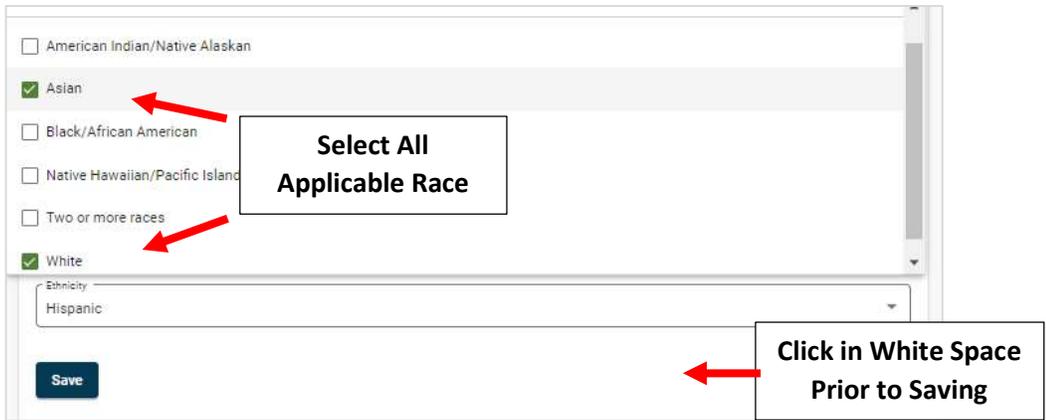


Scroll Down and Select **Race** Dropdown



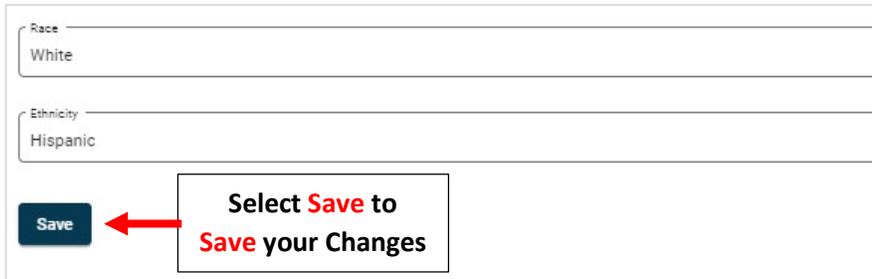
Place a Checkmark by All Applicable Races, Click in White Space to Close Window

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



A screenshot of a web form showing a list of race categories. The categories are: American Indian/Native Alaskan, Asian, Black/African American, Native Hawaiian/Pacific Islander, Two or more races, and White. The 'Asian' and 'White' categories have a green checkmark in a box to their left. A red arrow points from a text box 'Select All Applicable Race' to the checkmarks. Another red arrow points from a text box 'Click in White Space Prior to Saving' to the white space between the 'Save' button and the 'White' category. A 'Save' button is located at the bottom left of the window.

Select **Save** to **Save** your Changes



A screenshot of a form with two input fields. The first field is labeled 'Race' and contains the text 'White'. The second field is labeled 'Ethnicity' and contains the text 'Hispanic'. Below the fields is a dark blue 'Save' button. A red arrow points from a text box 'Select Save to Save your Changes' to the 'Save' button.