

# Updating Parent Contact Information in FACTS SIS

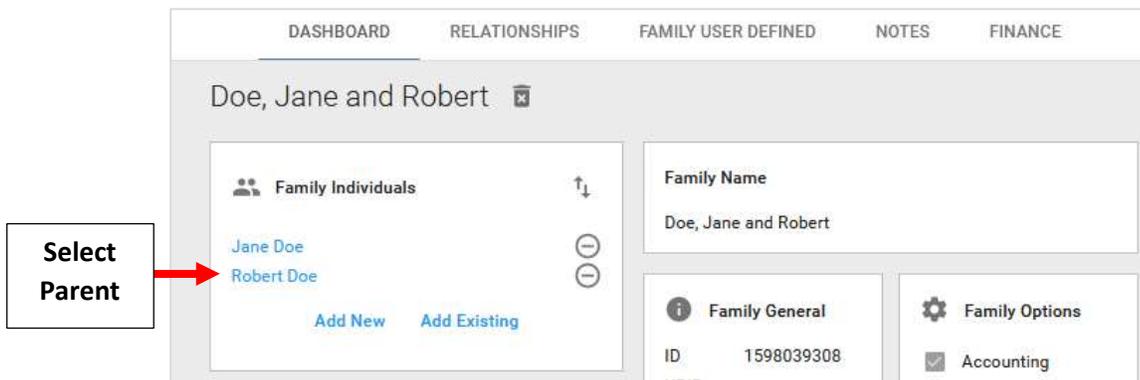
Once logged into FACTS please Select **Families** from the Main menu



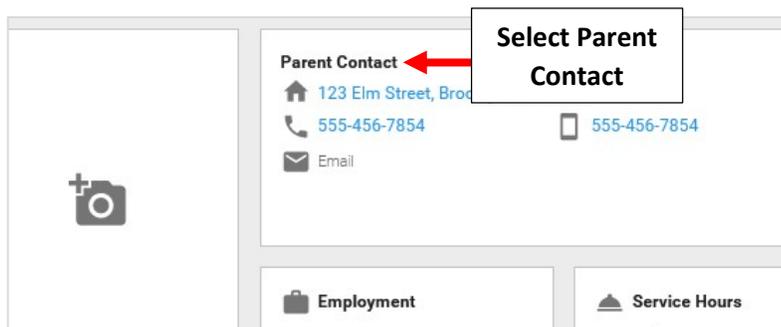
Select **Family** from List



Select **Parent** to Update



Select **Parent Contact**



## Update information and Select **Save** to **Save** Changes

BASIC CONTACT BIRTH NOTE

### Contact

Address  
123 Elm Street [Link](#) [Unlink](#) [Mail Labels](#)

Address Line 2

City: Brooklyn State: NY Postal Code: 11206

Country

Home Phone: 555-456-7854 Email #1: robertdoe@email.com

Cell Phone: 555-456-7854 Email #2:

Work Phone: Extension: Fax:

**Update information**

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