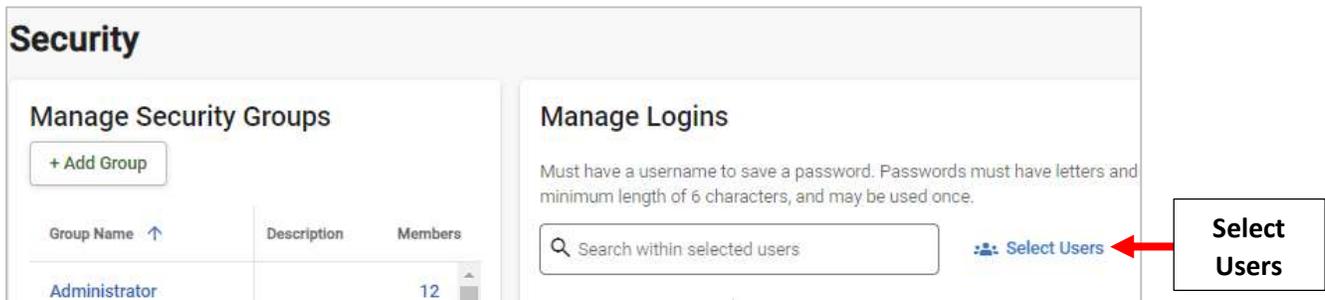


# Create a Parent Account in FACTS SIS

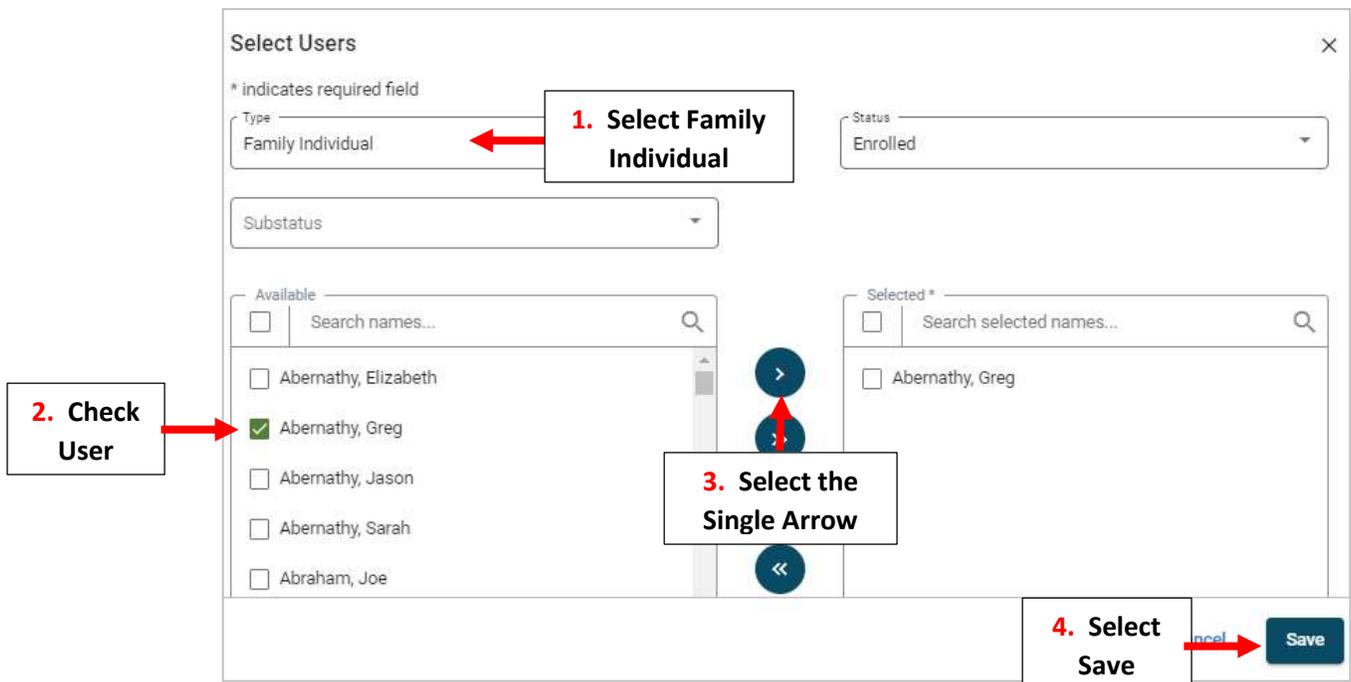
Once logged into FACTS please Select **Security**



Select **Users** under “Manage Logins”



Select **Family Individual** under “Type” Dropdown and **Check User** to Create Account for. Select the **Single Arrow** to move to Selected Column and Click **Save**



Enter **Username** and **Password** \*You will need to Re-enter Password to Confirm. **Checkmark** will note Login has been **Saved**

The screenshot shows the 'Manage Logins' interface. At the top left is the title 'Manage Logins' and a 'Settings' link with a gear icon. Below the title is a note: 'Must have a username to save a password. Passwords must have letters and numbers, a minimum length of 6 characters, and may be used once.' There is a search bar with the text 'Search within selected users' and a 'Get Users' button. Below this is a table with columns: Name, Username, New Password, Confirm Password, Status, Clear, and Saved. The first row of the table shows 'Abernathy, Greg' in the Name column, 'Greg\_Abernathy' in the Username column, two masked password fields in the New Password and Confirm Password columns, a 'Clear' button with an 'X' icon in the Status column, and a 'Saved' column containing a green checkmark. Four red callout boxes with arrows point to specific elements: '1. Enter Username' points to the Username field; '2. Enter Password' points to the New Password field; '3. Confirm Password' points to the Confirm Password field; and '4. Login Saved' points to the checkmark in the Saved column.

Name	Username	New Password	Confirm Password	Status	Clear	Saved
Abernathy, Greg	Greg_Abernathy	.....	.....		X	✓