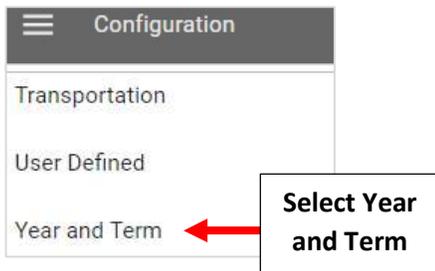


Edit Term Date in FACTS SIS

Once logged into FACTS please select **System > Configuration** from the Left Side Menu



Select **Year and Term**

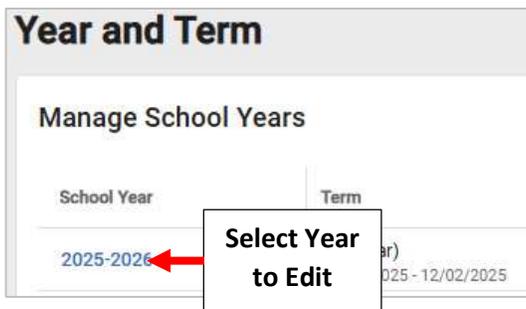


The 'Edit School Year' dialog box is shown. It has a 'School Year Name' field containing '2024-2025'. Below it is a table of terms:

Name *	Date Range	Semester	Delete
T1	9/4/2024 - 12/2/2024	Year	
T2	12/3/2024 - 3/19/2025	Year	
T3	3/20/2025 - 6/20/2025	Year	

Buttons for 'Cancel' and 'Save' are at the bottom right.

Select **Year to Edit**



Verify **School Year to Edit** and Click on Field(s) to Make **Changes**. Once Changes have are Complete, Select **Save** to **Save** your Changes

The 'Edit School Year' dialog box is shown again. It includes the following steps:

- 1. Verify School Year to Edit**: A red arrow points to the 'School Year Name' field containing '2025-2026'.
- 2. Click on Field(s) to Make Changes**: A red arrow points to the 'Name' field of the first term (T1).
- 3. Select Save to Save your Changes**: A red arrow points to the 'Save' button at the bottom right.

The table of terms is updated to reflect the new school year:

Name *	Date Range	Semester	Delete
T1	9/3/2025 - 12/2/2025	Year	
T2	12/3/2025 - 3/16/2026	Year	
T3	3/17/2026 - 6/17/2026	Year	