

Creating a New Login in FACTS SIS

Select **User** (Family Individual or Staff)

Dashboard

Type: Family Individual

Status: Enrolled

Substatus:

☐ District wide

Search: Student

Student, Dad

Select User

From User's Dashboard Select Login Management

Dad Student ID: 10829

Contact: Address: 123 Main St, Brooklyn, NY, 98274; Home: 555-555-5555; Mobile: -; Email: email@email.com

Employment: No employment information has been added.

Service Hours: Total Hours: 0.0

Select Login Management

Demographics, Education, Email History, Employment, Family, Interests, Login Management

Check **Send Create Account Invite** and Select **Save**. Link will be Sent to Primary Email Listed in FACTS

Please Note: Link will remain Active for 7 Hours Only

Dad Student

Login Management MFA Resources

Direct login

* indicates required field

Email #1* email@email.com

☒ Send Create Account Invite

Save

1. Check Send Create Account Invite

2. Select Save

3. Link will be Sent to Primary Email Listed in FACTS

You will receive confirmation Invite was sent

Create account invite has been sent.

To Resend Link **Select Cancel Invite**

Login Management MFA Resources

Direct login
* indicates required field

Email #1*
email@email.com

[Cancel Invite](#)

[Save](#)

Select Cancel Invite

Select **Yes** to **Cancel Invite**

Cancel Invite ×

Are you sure you want to cancel?

No [Yes](#)

Select Yes to Cancel Invite

Check Send Create Account Invite and Select Save. Link will be Sent to Primary Email Listed in FACTS ****Please Note: Link will remain Active for 7 Hours Only****

Dad Student

Login Management MFA Resources

Direct login
* indicates required field

Email #1*
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