

Resetting a Password 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

Select **Reset Password** and Select **Save**. Link will be Sent to Primary Email Listed in FACTS

Please Note: Link will remain Active for 7 Hours Only

Login Management MFA Resources

Direct login User Management

* indicates required field

Username: johndoe

Email #1*: email@email.com

1. Select Reset Password

Reset Password

2. Select Save

Save

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