

Updating Parents Home Phone in FACTS SIS

Please Note: Parent Phone Numbers have to be updated One Family at a Time

Open Student's Profile and Click on Family Name

The screenshot shows a student profile for **Maggie Akins**. On the right side, there are sections for **Contact** (with fields for Address, Home, and Email) and **School** (with fields for Current and Next). Below these is a **Family Portal** section with links for [Password](#) and [Family Portal](#). At the bottom is a **Family** section with a list of family members: [Akins, Mabel](#) and [Mabel Akins](#). A red arrow points from a callout box to the [Akins, Mabel](#) link.

Click on Family Name

Click on Parent's Name

The screenshot shows a window titled **Akins, Mabel**. Inside, there is a section for **Family Individuals** with a list of family members: [Mabel Akins](#). Below the list are links for [Add New](#) and [Add Existing](#). A red arrow points from a callout box to the [Mabel Akins](#) link.

Click on Parent's Name

Click on Contact

The screenshot shows a **Contact** section with the following information:
Address: 1234 South Street, Lincoln, NE, 68516
Home: - **Mobile:** 402-770-6474
Email: Lee-Ann.Pepicelli@factsmgt.com
A red arrow points from a callout box to the **Contact** section header.

Click on Contact

Enter Home Phone and Select **Save** to **Save** your Changes *Please Note: Enter Cell Phone if no Land Line is Used*

Demographics

General **Contact** Birth Notes

Contact

Address

123 Main Street

Address Line 2

City

Brooklyn

State

NY

Home Phone

(555) 123-4567

Cell Phone

(555) 123-4567

Work Phone

Extension

Save

1. Enter Parent's Home Phone

2. Select **Save** to **Save** your Changes

Format Phone Numbers with
Parenthesis () Do Not Use Dashes