



## **How to Access FACTS online:**

Access grades, view school calendar, view contact information the school has on file for your family as well as emergency contact/pick up information.

- Please go to <https://factsmgt.com/>
- Click the **Log In Here** button at the top right and choose **Family Portal Login** under the "For Families" menu.
- Type in your District code **IM-WA**, username and password. If you have forgotten your username or password, please click on the "forgot password" link.
- To check grade: Click on **Student**, then click **Grades**. If you have multiple children, choose the correct student in the **Student** drop down menu. Then use the drop down menu to **Select a Class** to view a specific class. (only applicable for 4<sup>th</sup> -8<sup>th</sup> grade) Grades are listed at the bottom of the page.
- To check calendar: click on **School**, then **Calendar**. You can search a specific month by using the drop down menu.
- To view your personal information: Click on **Family** and choose the correct family member from the **Family Members** drop down menu. Under each student name you will find the emergency contact/pick up information we have on file. To change, please contact the school office.