INSTRUCTIONS FOR CREATING A **FACTS** FAMILY PORTAL LOGIN

FACTS Family Portal allows parents and guardians to view their student's grades, assignments and announcements. The parent or guardian who completed the online enrollment packet has already created a FACTS Family Portal account. If another parent or guardian wishes to have access to student information, the instructions for creating an account are outlined below. If you have any questions, please contact the Admissions Office.

- Go to **tallulahfalls.org** and click **Parent Portal**. Select **FACTS**.

- Enter **TF-GA** into the District Code field and select **Create Account**.

- Enter your email address as provided to the school.

- Click the **Create Account** button.

- You will receive an email from FACTS Customer Support containing a link that will allow you to create your username and password. For security purposes, the link will remain active for six hours.

- Please click on the link. A **Change/Create Password** screen will open. You may use the default username provided, or create a new username. Type your desired password into the Password field and Confirm field.

- Click on the **Save Username and/or Password** button.

- Close the window and log into Family Portal as instructed below:

  - Go to **tallulahfalls.org** and click the **Parent Portal**. Select **FACTS**.

  - Type **TF-GA** into the District Code box and select **Next.**

  - Type in your username and password.

  - Click **Login.**