



Dear Parents,

Beginning 08/15/2022, Incarnation Catholic Academy will begin using an integrated version of the FACTS Tuition Management and FACTS SIS systems. As of this date you will access your FACTS account via FACTS Family Portal. You will find the Family Portal link on the school website or by following the steps below:

FACTS Family Portal Login Instructions

- Please go to the website <https://www.factsmgmt.com/>
- Click on “Parent Log In” at the top, then “FACTS Family Portal”
- If you already have an account, enter district code, username, and password and click Login.
- **Create New Family Portal Account if you have not set this up yet**
- Enter the email address that received this email, and our District Code

Our District Code is icqv-ny

- You will receive an email from SIS 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. Then type in your desired password into the Password field and Confirm Field
- Click on the **Save Username and/or Password** button
- Close the window.
- Log into **FACTS Family Portal** as instructed above

Thank you for your continued loyalty and support for Incarnation Catholic Academy. We depend on your support in our efforts to provide the highest quality of education for your children. Your continued support and cooperation is appreciated, as we remain committed to our mission.

Sincerely,
School Administration