



Dear Parents,

Effective immediately, HCA will begin using an integrated version of the FACTS Tuition Management and FACTS SIS systems. As of today, you will access your FACTS account via FACTS Family Portal (formerly ParentsWeb). You can access the Family Portal link on our school website by clicking on the FACTS icon in the upper right hand corner of the homepage or under the "Current Families" tab. You may also use the following the steps below:

FACTS Family Portal Login Instructions

- Please go to the website <https://www.factsmgt.com/>
- Click on "Parent Log In" at the top, then "FACTS Family Portal (ParentsWeb)."
- If you already have an account, enter username and password and click Login.
- **Create New ParentsWeb 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 HCA-OH

- 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
- Access your Payment Plans/Incidental Billing from the **Financial** tab at the bottom of the menu to the left

Thank you for your continued loyalty and support for HCA. 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. If you have any questions, please contact Tiffany Baker@tiffany.baker@heritageclassicalacademy.org.

Sincerely,
School Administration