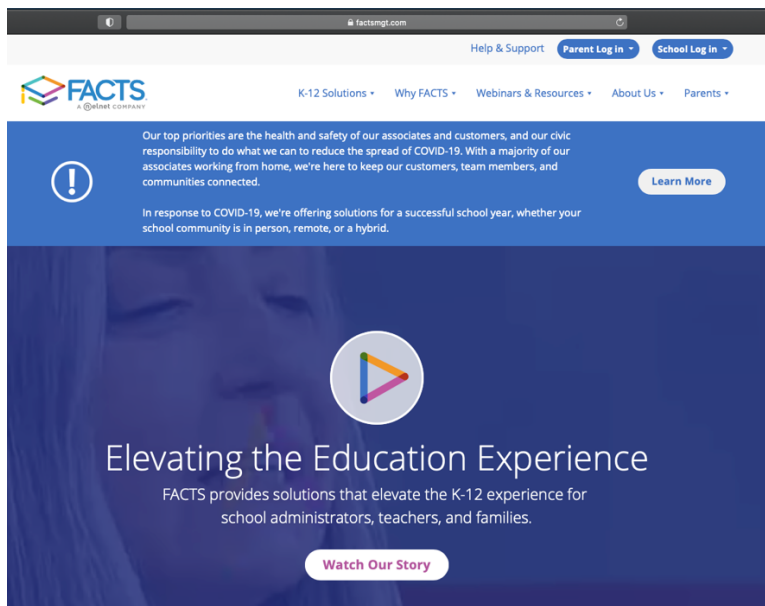


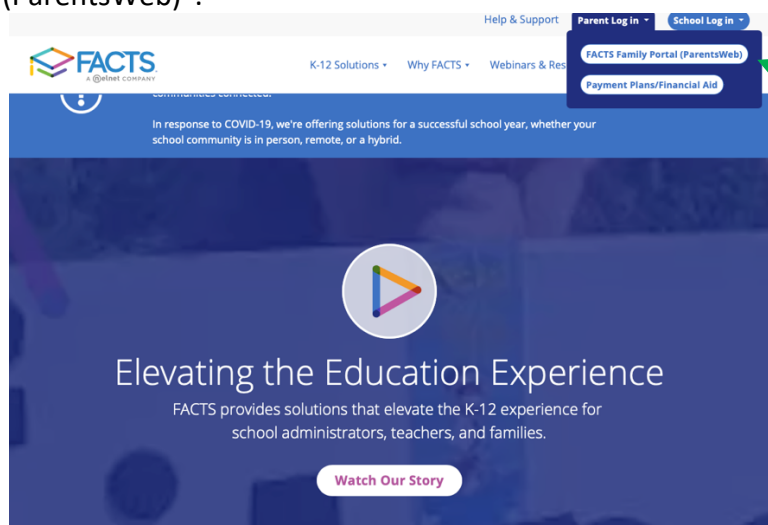


Montessori Community School Guide to Accessing the School Directory in FACTS

1. Go to the FACTS website: www.factsmgt.com.



2. Click on “Parent-Log In” in the top right corner and select “FACTS Family Portal (ParentsWeb)”.



3. Log in to the Family Portal using your FACTS username and password. The District Code is “mcs-hi”.



Family Portal Login

District Code:

User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

[Create New Family Portal Account](#)

Powered By [FACTS](#) | [Privacy Policy](#)

4. In the Family Portal Home Page, click on “Directory” in the left menu bar.



5. The Directory can be sorted by Students or Parents. There are also filters for Grade Level and Class. If you search by Class, the name of only your child's class will appear.

The screenshot shows a web interface for a school directory. At the top, there is a header with a person icon and the word "Directory". Below this is a search section with a text input labeled "Search by Name", two dropdown menus labeled "-All Grades-" and "-All Classes-", and a green "SEARCH" button. Underneath the search section are two tabs: "Students" (which is selected and underlined) and "Parents". Below the tabs is a pagination bar with numbers 1 through 7 and a green "NEXT" button. At the bottom is a dark blue table header with the following columns: "Student (Click for Info)", "Parents", "Grade", "Phone", "Address", and "Postal Code".

Please note that some families have chosen to have all of their family information hidden from the Directory, so some children's names may not be included.

Reminder: Information listed in the School Directory is pulled directly from the FACTS database. In order to ensure that the School Directory remains current and accurate, if there is a change to your family's contact information, please make the change by updating your Web Forms.