

Online Reenrollment Instructions

Covenant Academy's administration and staff are already looking ahead and making plans for next school year. In preparation for a new school year, please take time now to complete your child's reenrollment for next year.

To complete our online reenrollment process, you will access our Family Portal (formerly ParentsWeb) through your existing login. If you do not have a login, please follow the Instructions for Creating a Family Portal Login listed below.

To access Family Portal:

- * Please go to www.factsmgt.com
- * Select Logins from the menu bar and Family Portal Login from the drop-down menu.
- * Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- * After logging in, click on the Family Information button in the left menu.
- * Click on the Enrollment/Reenrollment button.

Our Online Enrollment system will open with a link to the enrollment packet for your child. The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

The Instructions and Enrollment Checklist page of the enrollment packet contains supplemental enrollment forms that also must be submitted. Further instructions on these forms are provided online. Reenrollment is not complete until payment is received.

If you have any questions about the process, please contact Tammy Sotela at tsotela@covenantacademy.net.

Instructions for Creating a Family Portal Login:

- * Please go to www.factsmgt.com
- * Select Parent Login from the menu bar and Family Portal Login from the drop-down menu.
- * After the FACTS Family Portal Login screen opens, please select Create New Family Portal Account.
- * Enter **CA-GA** into the District Code field.
- * Enter in the Email field your email address as provided in your application 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 6 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 Family Portal as instructed above.