

First Time FACTS SIS Login Instructions

Our school information system is called FACTS. The majority of our parent and student communication occurs through this system, so it very important that each parent and student have an account. It provides access to our calendar, grades, messages and homework assignments. To set up your access, please follow these instructions:

Go to <https://factsmgt.com>.

1. Click on 'Parents Login' at the top right of the page. Select 'FACTS Family Portal'.
2. Click on 'Create New ParentsWeb Account' link in red.
3. Enter the District Code, NCC-GA.
4. Enter the parent or student e-mail you used for registration.
5. Click 'Parent' or 'Student' accordingly. (Note: Parents and students must have separate e-mails AND separate accounts.)
6. Click on 'Create Account'.
7. Check your e-mail, then follow instructions for first login.

*Note: Each person to log into the FACTS sistem **has to have an exclusive e-mail**. If you need to set up an e-mail for your personal use, there are free e-mail providers such as gmail and hotmail available to you.

If you have any problems or questions, please contact the office manager for help.