FACTS will be the program you will now use to find your homework and check your grades. You can also email your teachers from the Family Portal and access additional school information.

Student Gmail/School Email Address Setup

In order to register for your FACTS account, you will need to set up your school Google Gmail address. Here is how you determine what and how to set up your school's Google Gmail address:

- Go to the web browser of your choosing and type in www.Google.com
- Click the "Gmail" button on the right-top corner
- In the "Sign in" window, type the following information using your name and High School Graduation year.
    - Your first name as it appears on your school registration, your last name initial, and your year of High School graduation **@forestlakechristian.org**
    - So, for Mr. Mireles, his address, if he were a student, would be Matthewm89@forestlakechristian.org.
    - Your password initially will be **Classof** and your High School graduation year. So once again, for Mr. Mireles, it would be **Classof1989**. If you are setting up your account for the first time, it will prompt you to develop a new password. If you already have your school email, you will continue to use your previous password. If you have forgotten your password, **you can check in with Mrs. Johnson or Mrs. Mireles to reset your password**.
    - Now, you have an email and a password that you can use through Gmail.

In addition to your email Inbox, this Gmail account is where you will access all your Google Classroom Applications.

FACTS Student Account Set Up

It is best to do this registration from a desktop or laptop computer. The format for mobile devices looks different and can be confusing.

- Go to www.factsmgt.com
- Click on **Parent Log in** – then **FACTS Family Portal** in the drop-down
- Our district code: **FL-CA**
- Enter your Username. We have made this easy for you and already set it for you. It is your *firstname.lastname* – for example, if Mr. Mireles were a student, his Username would be Matthew.Mireles
- Click on **Forgot Password?**
- Re-enter our district code: **FL-CA,** and your **Username**
- **Reset Request Sent** will display
- Go to your student email, open the **FACTS Support - Reset Password Request,** and click on the link "***Click to update your password"***
- Enter a **password** (case sensitive) and confirm the **password**
- Click **Save Username and/or Password**
- Now you can log in to FACTS Family Portal from www.factsmgt.com and access all your student information.