

# PALMA SCHOOL

FACTS provides an opportunity to stay involved in your student's academic progress.

FACTS Family Portal is a secure portal that allows you to view your student's academic information (i.e. grades, attendance, and more).

## **USERS**

Visit <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

## **NEW FAMILIES: SPECIAL NOTE BEFORE SETTING UP FACTS FAMILY PORTAL ACCOUNT**

- If your address, email address and/or contact information has changed since enrolling at Palma, please contact [FACTS@palmaschool.org](mailto:FACTS@palmaschool.org) with the new information before accessing account. Please include student's name with your submission.

## **NEW FAMILIES:**

- Log on to Family Portal login from the main Palma webpage under Quicklinks: <https://accounts.renweb.com/Account/Login>
- Know our FACTS District Code: **PS-CA**
- Click on Create New Family Portal Account
- Enter your e-mail address which was used to register your student at Palma School, then click "Create Account"
- FACTS will immediately email you a password. Click the emailed link provided to gain access to create your username and password. For security purposes, that link will only be active for 15 minutes.
- Create username and password (password should be a minimum of 6 characters in length)
- Go back to FACTS Family Portal login page and enter your new username and password
- Click the Login button
- You should now be logged into the School Information home page of Family Portal

## **ADDITIONAL NOTES:**

- If you would like to add an additional account for your spouse, please follow the steps above using their email address (provided to Palma)
- Students will use their Palma student ID number to log in (i.e. 29121@gopalma.org) and will be provided a password on Orientation Day
- If you need further assistance, please email [FACTS@palmaschool.org](mailto:FACTS@palmaschool.org) or [Tech@palmaschool.org](mailto:Tech@palmaschool.org)

## **RE-ENROLLED FAMILIES:**

Special Note: If your address and/or contact information has changed since you submitted your re-enrollment form, please contact [FACTS@palmaschool.org](mailto:FACTS@palmaschool.org) with the new information before accessing account.

- Log on to FACTS Family Portal (formerly known as ParentsWeb)
- Know our FACTS District Code: **PS-CA**
- Know your FACTS System User Name (this is your student's Student ID)
  - *Students:* your FACTS System email is your official school email address
  - *Parents:* your FACTS System email is the email address you provided Palma on your registration form
- Enter your District Code (PS-CA), User Name (Email) and Password
- Click the appropriate Button for you (Parents, Students, Staff), then click Login

## **CHANGING YOUR PASSWORD:**

- Log on to Family Portal
- Click on "Family Information" near the lower left, then click "Change Password"
- Enter your new password twice, click Submit

## **WHO DO I CONTACT WITH QUESTIONS ABOUT FACTS?**

If you have questions about FACTS, please contact [FACTS@palmaschool.org](mailto:FACTS@palmaschool.org) or [tech@palmaschool.org](mailto:tech@palmaschool.org)

919 Iverson Street, Salinas, CA 93901-1816 831.422.6391 [palmaschool.org](http://palmaschool.org)

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