

# Family Portal



Our school database FACTS (formerly known as Renweb) provides a Family Portal that allows you to access your account balance, student attendance, student directory, documents, and other web forms. In addition, you can access your child's daily assignments, teacher lesson plans, and grades via the internet.

To create a Family Portal Account (**First Time Users**):

- Go to the Santiam Christian website [www.santiamchristian.org](http://www.santiamchristian.org) and click on the "SC Family", then "Parents Home." From the Parents Home page, click on "FACTS" button.
- Click on "Create New Family Portal Account" (next to the Log In button). Then enter the email address you have provided to the school and push the Create Account button.
- Within minutes, you should receive an email that contains a link to a page where you can create your username (email address) and password.
- Once you have confirmed this information, return to the Family Portal login prompt, and type in your username (email address), password, and click Log In. *This step must be completed within 6 hours of when the password is sent to your email or it becomes inactive and you will need to repeat the process.*

To create a Family Portal account **for your student(s)**:

- To establish a student account to access Family Portal, please provide our registrar, Mrs. Beam, with the student's email address. (This needs to be different than the parent email.) Once it is entered in FACTS, Mrs. Beam will help the student set up a student account. *This is typically only for students in 4<sup>th</sup>-12<sup>th</sup> grades.*

To access Family Portal Site (**Existing Users**):

- Go to the Santiam Christian website [www.santiamchristian.org](http://www.santiamchristian.org) and click on the "SC Family", then "Parents Home." From the Parents Home page, click on "FACTS" button
- Enter your email address in the username field and password where indicated and Log In. The District Code (SANTIAM) should already be filled in.
- On the upper left of the Family Portal screen, you will see 3 horizontal lines, click on that to open up a menu on the left of the screen. The tabs are labeled School, Student, Family, Apply/Enroll, Resources, and Financial. To access grades or other class information for your student(s), click on Student. If you have multiple students, there will be drop down window at the top left where you can choose which of your students' information to view.



Please call the school if you have any problems or questions using Family Portal.  
Junior High/High School – 541-745-5524                      Elementary – 541-745-5655

**DO NOT CONTACT FACTS DIRECTLY.**