

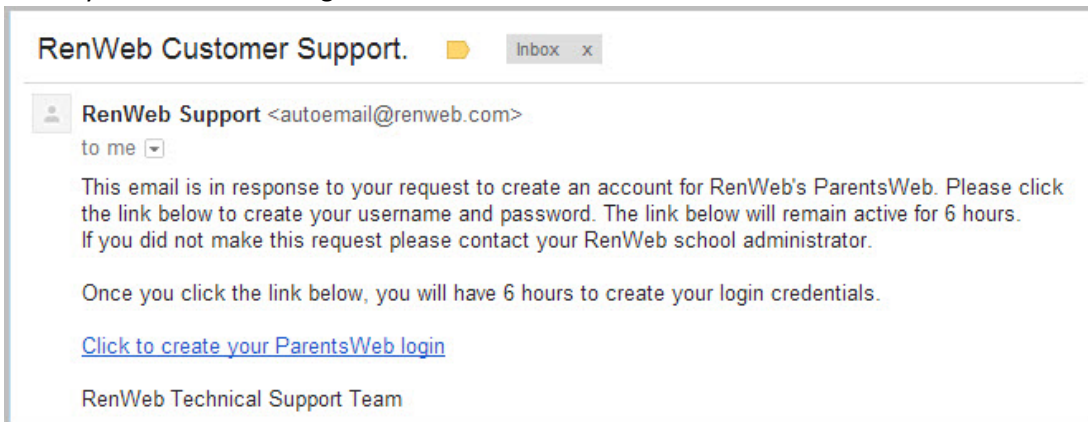


Accessing ParentsWeb

FACTS Management gives you, the busy parent, an opportunity to get more involved in your child’s academic progress and future success – all via the Internet. Your account will be ready to activate within 5 days of New Hope receiving your signed contract.

Here’s how to access our easy-to-use **ParentsWeb**:

- In Chrome, Firefox, Safari, or Internet Explorer go to www.factsmgmt.com and click **Parent Login**, then select **FACTS Family Online (ParentsWeb)**.
- Click **Create New ParentsWeb Account**.
- Type the school's **District Code NH-TN**
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your ParentsWeb login. The link is active for 6 hours.



- Select the **Click to Create your ParentsWeb login** link.
- A web browser displays your **Name** and RenWeb **Person ID**.
- Type a **User Name**, **Password**, and **Confirm** the password.

Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="....."/>	<input type="password" value="....."/>
				<input type="button" value="Save User Name and/or Password"/>





New Hope Christian Academy

- Click **Save User Name and/or Password**.

A message displays at the top of the browser, "**User Name/Password successfully updated.**"

User Name/Password successfully updated.

Change/Create Password

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="text"/>	<input type="button" value="Save User Name and/or Password"/>

- You may now log in to ParentsWeb using your new User Name and Password.

Setting Up a Payment Plan

All contracts must be set up with an automatic payment plan. You may choose to pay your tuition once per year, twice per year or spread across 10 months.

Once you are logged in to ParentsWeb you will see your menu options on the side of your screen.

- Scroll down and select **FACTS/Financial** in your side menu.
- To the right you will see a box titled **FACTS Links/Financial Links**. Under this box select **FACTS Home/Financial Home**.
- On your FACTS Financial Home screen underneath the school year you are enrolling for select the **Set Up A Payment** plan button, or scroll to the bottom of the screen and select the Set Up A Payment Plan Link then choose the appropriate school year.
- Follow the prompts on the Payment Plan screen to make your plan selection and enter your financial information. If you have any questions during the payment plan setup process please call **FACTS at 866-441-4637** or contact Faith Smith at the school.

