



Online Enrollment Instructions

Bishop John J. Snyder High School utilizes FACTS *Online Enrollment* (www.factsmgt.com). There are two steps you must complete to be fully enrolled for the 2019-20 school year.

- Create your FACTS Family Online Account
- Create your FACTS tuition payment account

Please note that your student will not receive course selection forms until these accounts have been created and finalized.

If your student is an 8th grader coming from a Diocese of St. Augustine Catholic School, simply access your *FACTS Family Online account* (formerly Parent Portal) through your existing login from your student's current school. If you do not have an account, follow the instructions below.

All new families must create a FACTS Family Online account and a FACTS tuition payment account.

Ten Steps to Create a *FACTS Family Online* account.

1. Visit FACTSmgmt.com
2. Choose *Parent Login* - top right of page
3. On the next page, *Create a New Account* - **our District Code is bjs-fl**
4. Use the same email as in your online application.
5. You'll receive an email from Customer Support containing a link to set up a username and password. This link is only valid for 6 hours.
6. Click link. A *Change/Create Password* screen will open. You may use the suggested password or create your own. Choose a password and press *Confirm*.
7. Click on *Save Username and/or Password*
8. Close the window
9. Re-log into your account with your new user name and password.
10. Go to *Family Information* and click *Enrollment/Re-enrollment*.