

February, 2022

Dear Parents of Returning Students,

Community Christian School of Baraboo's administration and staff are already looking ahead and making plans for next school year. In preparation for the start of 2022-2023, please take time now to complete {StudentFirstName}'s reenrollment for next year.

To complete our online re-enrollment process, you will access our Family Portal through your existing login. If you do not have a login, please follow the [Instructions for Creating a Family Portal Login](#) listed below.

To access Family Portal:

- Please go to www.factsmgt.com
- Select **Parent Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on **Apply/Enroll** in the left menu.
- Click on the **Enrollment/Reenrollment** link.

Our Online Enrollment system will open with a link to the enrollment packet for your child. The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

The Instructions and Enrollment Checklist page of the enrollment packet contains supplemental enrollment forms that also must be submitted. Further instructions on these forms are provided online.

If you have any questions about the process, feel free to contact me at (608) 448-2191.

Sincerely,

Rob Westerlund

Principal

[Instructions for Creating a Family Portal Login](#)

- Please go to www.factsmgt.com.

- Select **Parent Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- After the FACTS Family Portal Login screen opens, please select **Create New Family Portal Account**.
- Enter (CCS-WI) into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from FACTS SIS Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into Family Portal as instructed above.