



ACCESSING

FACTS Family Portal

FACTS gives you the opportunity to get more involved in your child’s academic progress and future success by using FACTS Family Portal, a private and secure portal that allows you to view academic information specific to your children, while protecting their information from others. You may view your child’s grades, attendance, homework, conduct, as well as other useful school information.

HOW TO ACCESS FACTS FAMILY PORTAL

- In Chrome, Firefox, Safari, or Microsoft Edge, visit stpaulbocaschool.com and click FACTS Family Portal under Quick Links.
- Click [Create Family Portal Account](#).
- Type your school’s District Code [SPLU-FL](#)
- Type your email address and click [Create Account](#). An email will be sent which includes a link to create your Family Portal Login. The link is active for 6 hours.
- Select the [Click to Create your Family Portal Login](#) link
- Type a [User Name](#), [Password](#), and [Confirm](#) your password.

Change/Create Password

Name	Person ID Username	Password	Confirm	
Your name	1234	<input type="text"/>	<input type="text"/>	<input type="text"/>
				<input type="button" value="Save Username and/or Password"/>

- Click [Save Username and/or Password](#).
- A message displays at the top of the browser, "User Name/Password successfully updated."

Username/Password successfully updated.

Change/Create Password

Name	Person ID Username	Password	Confirm	
Your name	1234	<input type="text"/>	<input type="text"/>	<input type="text"/>
				<input type="button" value="Save Username and/or Password"/>

- Return to stpaulbocaschool.com and click FACTS Family Portal.
- Login with your newly created Username and Password.