

INSTRUCTIONS ON REGISTERING WITH THE FACTS PROGRAM

It takes about 15 minutes to register. You can register on your home computer by simply logging onto www.sksgradeschool.org. Once you are at the home page, across the top you will see options you can click on. Please click Parents and scroll down to FACTS MANAGEMENT. Click FACTS MANAGEMENT LOG-IN PAGE. You will then be on the Welcome Screen—on this screen it asks you to sign in to an already existing account or create an account. Our new families will choose “CREATE”. You will click NEXT and continue with a USER NAME, PASSWORD and CREATE A PAYMENT PLAN, BANKING INFO, etc. Once you have completed all the steps, you will be able to print out all the information you just gave FACTS, that is how you’ll know you’ve been successful in creating your agreement. Included in the printed information will be your AGREEMENT NUMBER. This number is important to FACTS in identifying your agreement if you should ever have to call them. Make sure you are in the 2016-17 school year.

If you are a parent who is sharing the financial responsibility of the tuition payment for your child/children with another party, he or she must also complete the FACTS REGISTRATION. This would also apply if you and your spouse are no longer married and are sharing the cost of the tuition. If there is a special situation like this, please call us so we know how to charge each agreement.

There is a section where you will see “Additional Authorized Party: (Optional). We know that most of us have had the experience where we are trying to straighten something out, for example with a cell phone company, utility company or credit card company and are not listed on the account. The person on the other end of the phone says, “Sorry, I cannot speak with you because you are not authorized on this account”. This is what this is for. If you want your spouse to be an additional authorized party on the FACTS account, please list their name. If you want someone other than a spouse to be listed, please be aware that that person will have the ability to access your personal information and make changes on your behalf. If you do not want anyone to be authorized just leave it blank. As it says it is OPTIONAL—totally your choice.

You will be asked to create a user name and password. Please write these two things down on paper so you will have it for your records. At the completion of the registration, you will have the option to print the information that you gave the FACTS MANAGEMENT PROGRAM. If you do not get to the PRINT OPTION you have not successfully registered your child/children for the program. Once you get to the PRINT OPTION, please print it out and keep it for your records.

Once you have completed the registration and received the confirmation with your agreement number, you have created your account. To view it at another time, you will still go to the school’s website, then to the Parents Tab, then to FACTS MANAGEMENT LOG IN, then SIGN IN and not CREATE. You only want to pay one tuition payment, so do not choose CREATE once you have your agreement number.