



Family Portal will allow you to see the Maryville Christian School calendar.

To create a Family Portal account:

- >factsmgt.com
- >Parent Log in
- >FACTS Family Portal
- >Create Account
- >District Code: MV-TN
- >Enter the email address you have on file with MCS
- >Create Account (If you get an error, please call the school office at 865.681.3205 to check that the email address you have entered is the one we have in FACTS.)
- >You will receive an email with a link that allows you to set up your username and password.
 - *This link will only be active for 6 hours before you will have to re-submit the request.
 - *If you do not see the email in your account, be sure to check your spam folder.
 - *Passwords are case sensitive, should be alphanumeric, and should be at least six characters long. You can only use passwords one time with FACTS.

To login to Family Portal:

- >factsmgt.com
- >Parent Log in
- >FACTS Family Portal
- >District Code: MV-TN
- >Username:
- >Password:

FACTS will allow you to view and pay your fees.

To login in to FACTS:

- Login in to your Family Portal account.
- >Family
- >Go to FACTS
- >If this is your first time using FACTS, you will have to create an account. You should be able to use the same username and password as your Family Portal account.
- >If you already have a FACTS account, this will take you to your account where you can see your charges and make payments.

To change your password:

Click on your picture or initials on the right side of the screen.

- >Username / Password - Privacy
- >Current Username:
- >Current Password:
- >Change Username: (only fill this out if you want to change your username)
- >Change Password: (passwords must be alphanumeric and have a minimum length of 6 characters)
- >Confirm Changed Password:
- >Submit