

Welcome, New Chipmunk Parent!

To enroll into school, you will access our FACTS Family Online Portal. If you do not have a login, please follow the [Instructions for Creating a Family Portal Login](#) listed below.

Note: if you currently have a student at Chapelle for the 2020-2021 school year, you already have a FACTS Family Portal account and will not need to create a new account.

Instructions for Creating a FACTS 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 (AB-LA) 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.

Next, access Family Portal to complete your daughter's enrollment packet.

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 daughter. Your information will be saved if you need to quit and come back later. If you have any questions about the process, please do not hesitate to contact me at 504.467.3105 or eradcliffe@archbishopchapelle.org.

Sincerely,
Emily Radcliffe '11
Director of Admissions