

How To Update Emergency Contacts, Contact Information for Child & Parent, Medical Information

Step 1: Getting to the School Website

Select the browser (Chrome, Safari, Internet Explorer, Etc) of your choice and type in sjm-k8.com in the search bar.



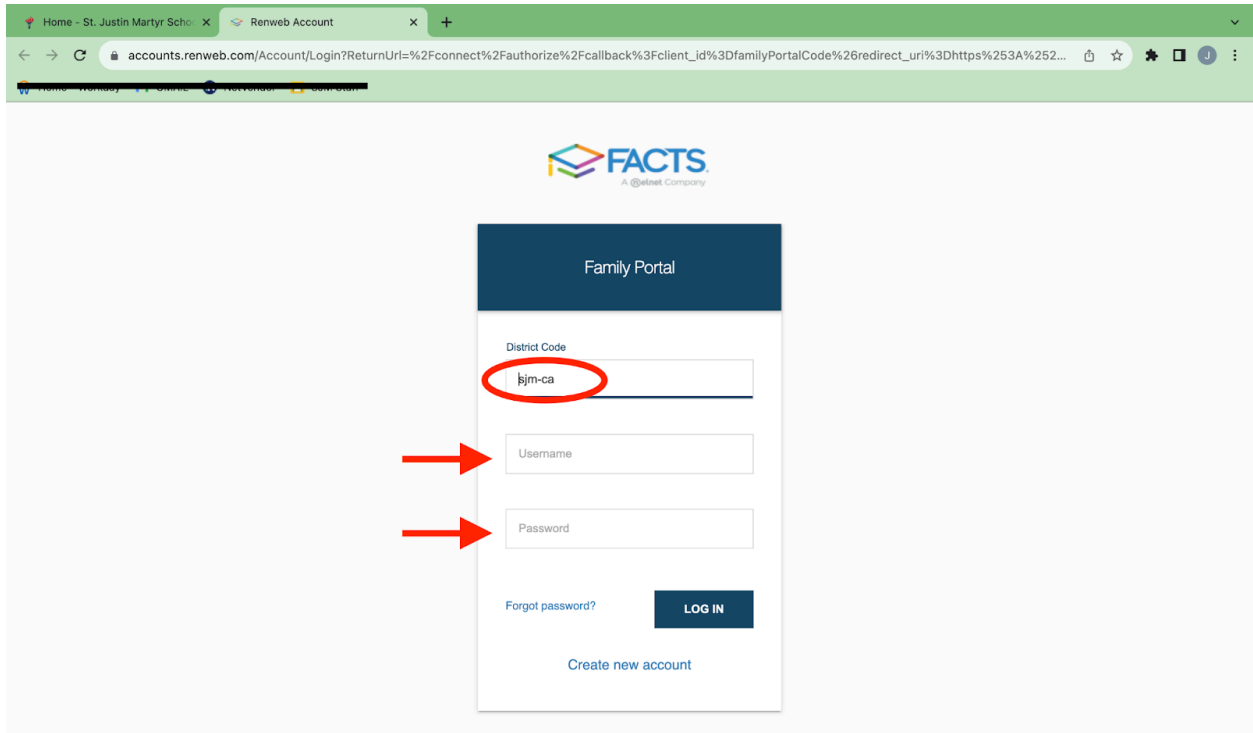
Step 2: Getting to the FACTS Family Portal

Click on the “Family Portal” Tab that is on the top right of the website page. This will open a new page for you with the FACTS Account Login.



Step 3: Signing onto FACTS

The District Code is **SJM-CA**. Please type it into the District Code box if it is not there already. Then type in your FACTS Family Portal Username and Password. Then click “Log in”.



The screenshot shows a web browser window with the URL `accounts.renweb.com/Account/Login?ReturnUrl=%2Fconnect%2Fauthorize%2Fcallback%3Fclient_id%3DfamilyPortalCode%26redirect_uri%3Dhttps%253A%252E...`. The page features the FACTS logo at the top. The main content is a 'Family Portal' login form with the following elements:

- District Code:** A text input field containing 'sjm-ca', which is circled in red.
- Username:** A text input field with a red arrow pointing to it from the left.
- Password:** A text input field with a red arrow pointing to it from the left.
- Forgot password?:** A blue text link.
- LOG IN:** A dark blue button.
- Create new account:** A blue text link.

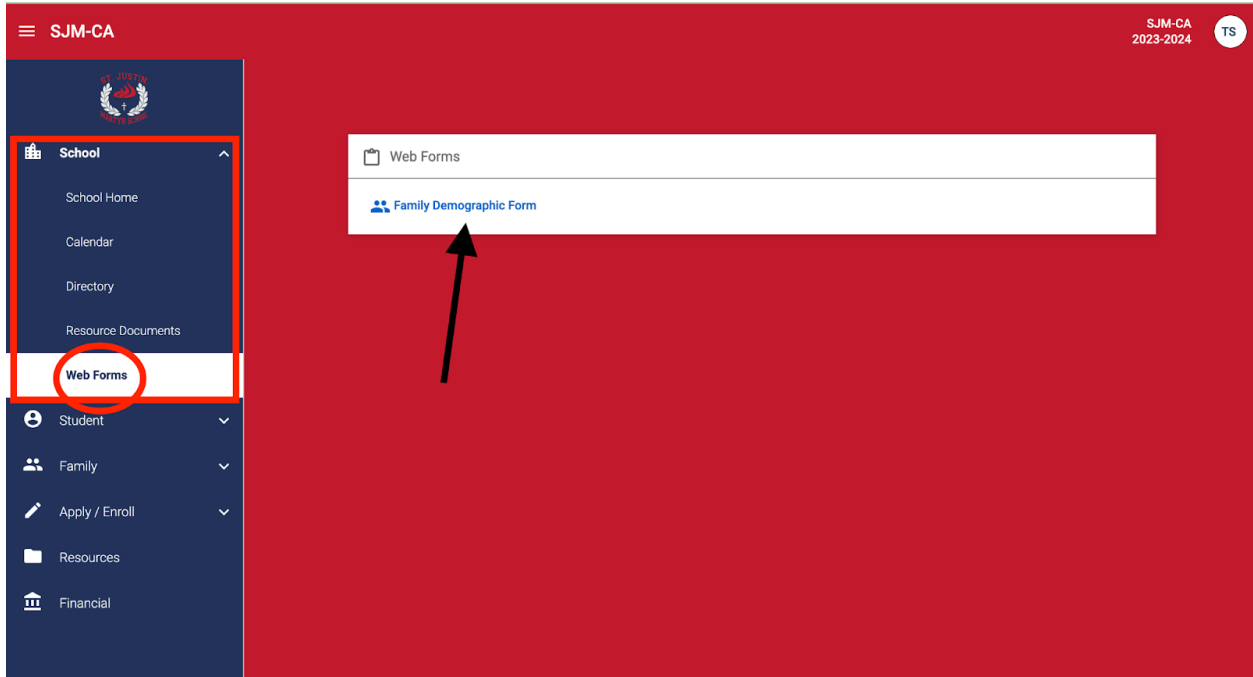
*** If you don't know your username or forgot your password, please contact the school ***

Step 4: Getting to the Web Forms

Welcome to your FACTS Family Portal Homepage! There are two ways to be able to edit your information.

Option 1:

- A. When you log in to your FACTS Family Portal, it will automatically open the “School Home” section. Click on “Web Forms” and then Click on “ Family Demographic Form”.



B. This will take you to the form and you can click on any of the sections to make changes.

The screenshot shows a web application interface for 'Family Demographic Form'. On the left is a dark blue sidebar with a 'School' section containing 'School Home', 'Calendar', 'Directory', and 'Resource Documents'. Below that is a 'Web Forms' section with 'Student', 'Family', 'Apply / Enroll', 'Resources', and 'Financial'. The main content area is white and titled 'Family Demographic Form' with a 'Back' link. It lists several sections, each with a corresponding form button: 'Enrolled Students' (Student Demographic Form), 'Student Medical' (Student Medical Form), 'Custodial Parents' (two Custodial Parent Form buttons), 'Emergency Contacts' (Emergency Contacts), 'Transportation' (Transportation Form), and 'Grandparents' (Add Grandparents). Red arrows point to each of these form buttons.

Make sure to click “Save” that is on the bottom of each form after you have made your changes. You might need to scroll up or down to see the save button.

Option 2:

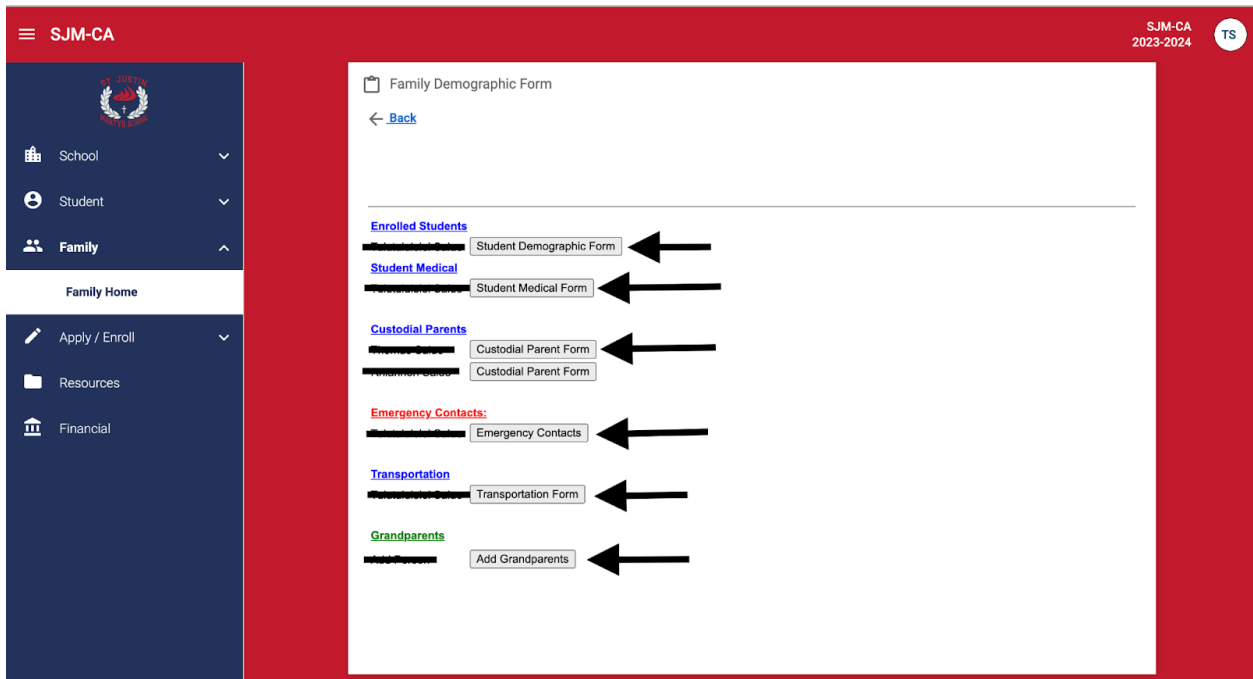
- A. After logging in to the FACTS Family Portal, click on the “Family” tab and select “Family Home”. This is what the Family Homepage will look like.

The screenshot displays the FACTS Family Portal interface. At the top left, the user is identified as 'SJM-CA'. The top right corner shows the school year 'SJM-CA 2023-2024' and a user profile icon labeled 'TS'. A dark blue sidebar on the left contains navigation options: 'School', 'Student', 'Family', 'Apply / Enroll', 'Resources', and 'Financial'. The 'Family' option is highlighted with a red circle, and its sub-option 'Family Home' is also circled in red. The main content area features a 'Family Members' section for a user named 'Thomas Carter (Father)'. Below this is a 'Contact Info' section with fields for Name, ID Number, Address, Home, Cell, Work, and Email Address, all of which are redacted with black bars. Further down, there is an 'Online Filing Cabinet' section with a 'Web Forms' subsection containing a link to the 'Family Demographic Form'. To the right of this is a 'Family Billing has Moved!' notification with a 'GO TO FACTS' button.

B. You can either click on “Family Demographic form that is on the bottom left corner or click the Pencil icon that is on the top right corner. Please keep in mind that you are also able to switch between family members (mother, father, and child) by clicking on the down arrow next to their name.

The screenshot displays a web portal interface with a red header and a dark blue sidebar. The header includes the logo 'SJM' and the text 'Home - Workday' and 'www.myworkday.com/helnet/d/home.html'. The sidebar contains navigation links for 'School', 'Student', 'Family', 'Family Home', 'Apply / Enroll', 'Resources', and 'Financial'. The main content area is divided into three sections. The top section, titled 'Family Members', shows a list of family members with a dropdown menu for 'Father' and a 'Contact Info' tab. The middle section, titled 'Online Filing Cabinet', contains a 'Web Forms' section with a link to 'Family Demographic Form'. The right section, titled 'Family Billing has Moved!', contains a message stating 'The Family Billing section has moved to the FACTS section of the website.' and a 'GO TO FACTS' button. Arrows point to the 'Father' dropdown, the 'Contact Info' tab, the 'Family Demographic Form' link, and the pencil icon in the top right corner of the 'Family Members' section.

C. Once you click on either the Pencil Icon or “Family Demographic Form” it will take you to this page.



Make sure to click “Save” that is on the bottom of each form after you have made your changes. You might need to scroll up or down to see the save button.

D. This is what one of the forms will look like. Update or fill out any of the boxes that you would like and click “Save” that is in the bottom of the white box. Then click “Return to Main Form” if you would like to make any changes to any other sections like Emergency Contacts, Parent Contact Form.

The screenshot shows a web application interface for a 'Family Demographic Form'. The top navigation bar is red with 'SJM-CA' on the left and 'SJM-CA 2023-2024' and a 'TS' icon on the right. A dark blue sidebar on the left contains navigation options: 'School', 'Student', 'Family', 'Family Home', 'Apply / Enroll', 'Resources', and 'Financial'. The main content area is white and contains the form. At the top of the form is a 'Return to main form' button, which is circled in red. Below this is a 'Back' link. The form is titled 'Student Form' and is divided into three sections: 'Demographic Details', 'Contact Information', and 'Religious Affiliation'. Each section contains various input fields and dropdown menus for user information.

Family Demographic Form

[Return to main form](#)

[Back](#)

Student Form

Demographic Details:

First Middle Last Suffix

Preferred Name Birthdate (mm/dd/yyyy) Gender Ethnicity

Contact Information:

Home Phone (xxx-xxx-xxxx) Cell Phone (xxx-xxx-xxxx) Email

Street City State Zip

Religious Affiliation:

Denomination Church