



Click the Family Portal link from sfccs.org
Our district code for RenWeb is **SF-WV**

How to update your information in Family Portal

1. Once logged on to FACTS Family Portal, click on School Information on the left (it may already be open).
2. Click on Web Forms.
3. Click on Family Demographic Form in the right pane. You should see a "Student Demographic Form" link for each student in your family.
4. Select the link, update any information and click on the "Save" button at the bottom.
5. Click the "Return to Main Form" button at the top to return to the list of all forms.
6. Student medical information, custodial parent information, emergency contact information, and grandparent information can all be updated in the same way.
7. Complete the Photo Release Web Form for each student as well.

Most changes made in Family Portal will be automatically updated. Other information may have to go through an approval process before the changed information is viewable in FACTS SIS.