

# Accessing FACTS Parent Alerts

**FACTS Parent Alerts** is a school wide alert system for communicating emergency information concerning school closures, late starts, and more.

FACTS Parent Alerts is enabled through the FACTS Family Portal.

Here's how to enable Parent Alerts

- Sign in to your **Family Portal Account**.
- In the left hand menu, click on **Web Forms**.
- In the main window, click **Family Demographic Form**.
- In the main window, under **Custodial Parent**, click the button **Custodial Parent Form**.
- On the form that appears, enter your current **cell phone number** and **email address**.
- Scroll down to Parent Preferences and ensure **Parent Alerts** is enabled:



Check out the **Family Portal Guide** for more.

A screenshot of the 'Parent Preferences' form. The form includes a dropdown menu for 'Auto Email Gradebook Progress Report' set to '0'. Below this are several radio button options for directory information (Block Name, Address, Email, Phone (Home), Cell) and parent alert preferences (Home Phone, Cell Phone, Work Phone, No Text). The 'Parent Alert: Cell Phone' option is selected and highlighted with a yellow box. A 'Save' button is also highlighted with a yellow box at the bottom of the form.