Accessing Family Portal

FACTS Family Portal is a private and secure parents' portal that will allow parents to view academic information specific to their children while protecting their children's information from others. You may view your child's grades, attendance, homework, and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary.
<mark>BEFORE CREATING AN ACCOUNT</mark>
Please note: Each person, including students, needs an email address in our database before they can create an account. If you did not list an email address on your student's application, email ambralypurvis@prcacademy.org and we will add one for you.

Here's how to access our easy-to-use **Family Portal**:

1. In Chrome, Firefox, Safari, or Microsoft Edge go to www.prcacademy.org and click **Family Portal**

2. Type the school's **District Code: PCR-FL**

3. Click **Create New Family Portal Account**.

4. Type your email address and click **Create Account**. An email will be sent which includes a link to create your login. <mark>The link is active for 6 hours.</mark>

5. From the email, click the link to create your Family Portal login.

6. A web browser displays your **Name** and FACTS SIS **Person ID**.

7. Type a **User Name**, **Password,** and **Confirm** the password.

	Change/Create Password				
Name	**Person ID**	**User Name**	**Password**	**Confirm**	
Callie Johnston	11519	cjohnston	••••••••	••••••••	Save User Name and/or Password

8. Click **Save User Name and/or Password**.
   A message displays at the top of the browser, "**User Name/Password successfully updated**."

User Name/Password successfully updated.					
Change/Create Password					
Name	**Person ID**	**User Name**	**Password**	**Confirm**	
Callie Johnston	11519	cjohnston	••••••••		Save User Name and/or Password

9. You may now log in to Family Portal using your new user name and password.

10. Family Portal allows you to access:
    a. Student attendance and daily grades
    b. Progress reports, report cards and transcripts
    c. Lesson plans and homework
    d. School events and announcements