



## Greenleaf Friends Academy

### Logging Into Parents Web

1. Go to [www.factsmgmt.com](http://www.factsmgmt.com)
2. Click the "Parent Log In"
3. Click on FACTS Family Online (ParentsWeb)
4. Type the District Code: gfa-id (case sensitive)
5. Type email address provided on application (defaults to mother's email if given)
6. Type the password: gfa2019 (case sensitive)  
\*Note: This is a temporary password. Once you are logged in, you can change your password.
7. Click the Parent Tab
8. Click Login

### To Complete Enrollment/Reenrollment

1. Click on Family Information (left menu bar)
2. Click on Enrollment/Re-enrollment (left menu bar)
3. A new screen will appear with student(s) name
4. Click on "Start Enrollment Packet" or "Edit"
5. As you go through the steps, a green check mark will show completion of each section
6. You can save and return to the enrollment form as needed
7. Be sure to submit the packet when you are finished

### Questions or help with this process:

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