

HOW TO ADD Family Service Hours in FACTS PARENTSWEB

IN JUST A FEW SIMPLE STEPS

Step 1

- Visit factsmgt.com
- Click the Parent Log In

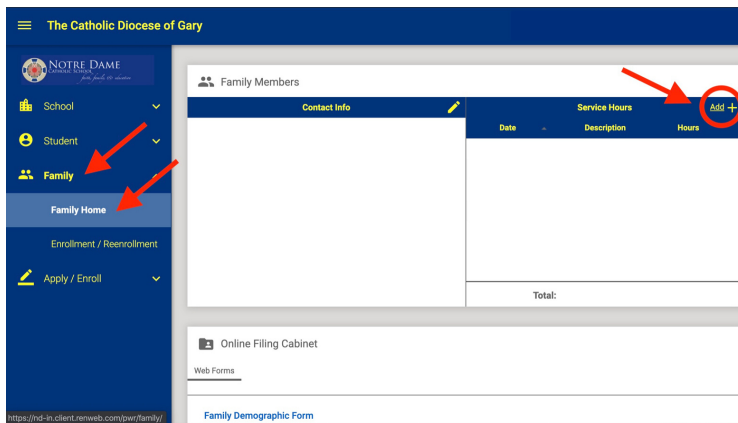
Step 2

- Enter District Code ND-IN along with your username and password



Step 3

- Click Family
- From the family Home Screen, go to the right upper hand corner
- Click Add Service Hours



Step 4

- Add Service Hours for each activity completed

