



# HOLY CROSS HIGH SCHOOL

501 EAST DRINKER STREET • DUNMORE, PA 18512 • (570) 346-7541 • FAX: (570) 348-1070  
WWW.HCHSPA.ORG

January 22, 2020

It is my distinct pleasure to welcome you to Holy Cross High School. We are delighted to have your student join our community. All indications tell us that your student will be a great addition to our school!

Please take time to complete your student's enrollment by completing our online process.

To enroll into school, you will access our FACTS Family Online Portal. If you do not have a login, please follow the [Instructions for Creating a Family Online Login](#) listed below.

If you already have a username and password, please access Family Online Portal:

- Please go to [www.factsmgt.com](http://www.factsmgt.com)
- Select **Parent Log In** from the menu bar and **FACTS Family Online** from the drop-down menu.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on **Apply/Enroll** in the left menu.
- Click on the **Enrollment/Reenrollment** link.
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**Families of incoming 9<sup>th</sup> grade students may apply for Financial Aid by February 21<sup>st</sup> to receive an initial award notification by March 6<sup>th</sup>.**

Our Online Enrollment system will open with a link to the enrollment packet for you. The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

The Instructions and Enrollment Checklist page of the enrollment packet contains supplemental enrollment forms that also must be submitted. Further instructions on these forms are provided online.

If you have any questions about the process, please contact me at 570-346-7541.

Sincerely,



Benjamin D. Tolerico  
Principal

### Instructions for Creating a Family Online Login

- Please go to [www.factsmgt.com](http://www.factsmgt.com).
- Select **Parent Log in** from the menu bar and **FACTS Family Online** from the drop-down menu.
- After the FACTS Family Online Login screen opens, please select **Create New Family Online Account**.
- You will need to enter the Holy Cross District Code. District Codes are currently being assigned. Please check back at HCHSPA.org to get the District Code.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from FACTS SIS Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into Family Online as instructed above.

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