

Reenrolling Your Student For The Next School Year

Step 1: An email was sent to the parent who handles enrollment. (If you do not see that email, check your spam folder. If you cannot find the email, please contact the school.)

Click the FACTS enrollment link in the body of the email.

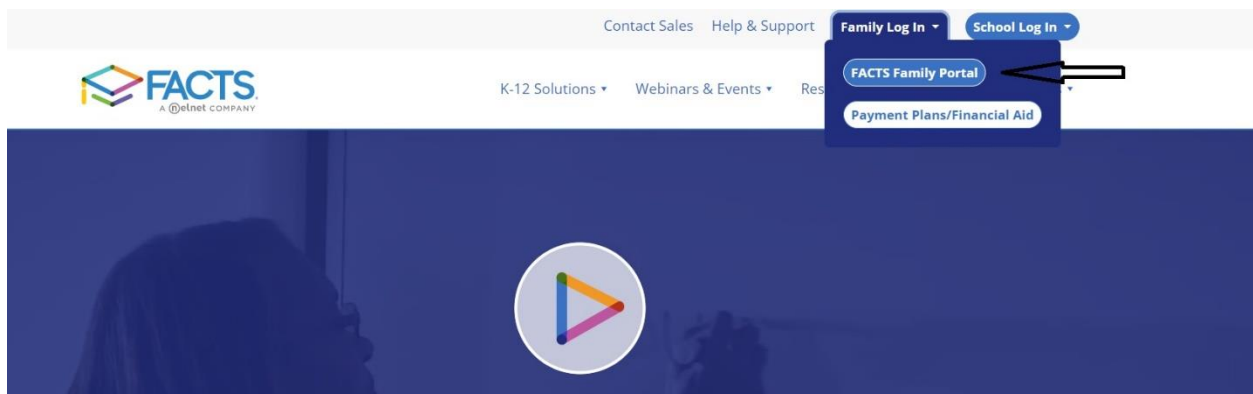


To complete our online reenrollment process, you will access our Family Portal through your existing login. If you do not have a login, please follow the [Instructions for Creating a Family Portal Login](#) listed below.

To access Family Portal:

- Please go to www.factsmgt.com
- Select **Parent Log In** from the menu bar and **FACTS Family Portal** 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.

Step 2: This will bring you to the FACTS homepage. Choose FACTS Family Portal Login.



Step 3: Enter Manistee Catholic Central's district code: MT-MI



Family Portal Login

District Code:

Login

Step 4: You will be asked to enter your username and password.

Manistee Catholic Central School

Log In English ▾

District Code:

Username:

Password:

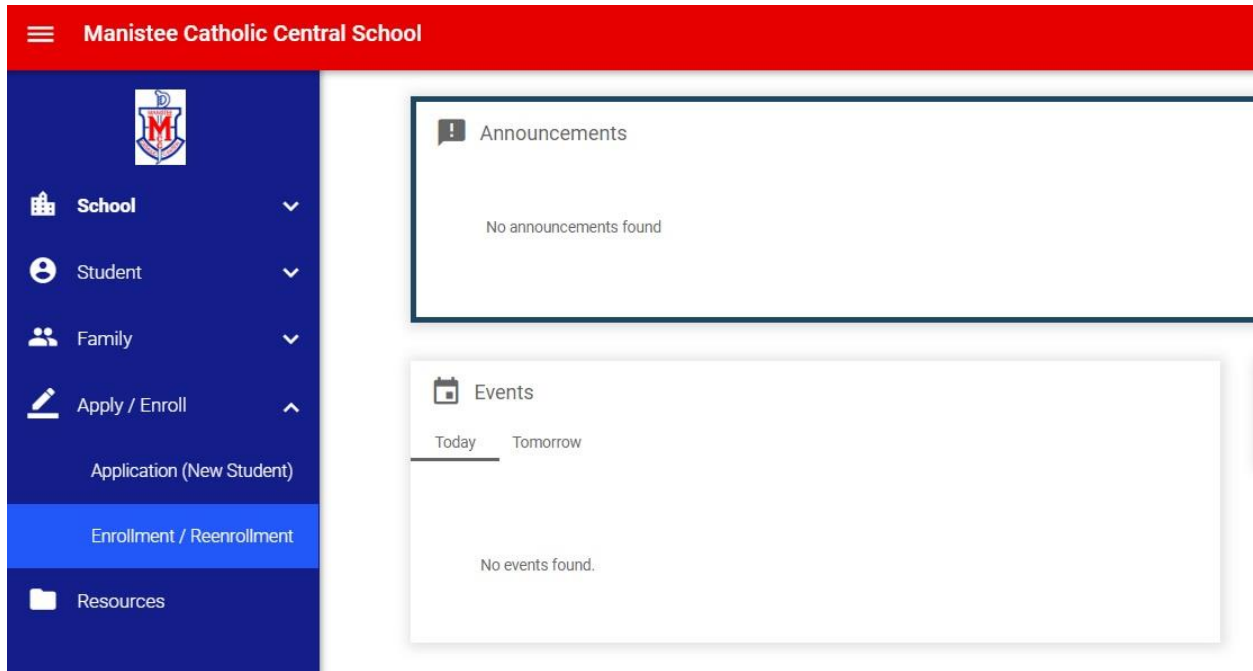
[Forgot Password?](#)

Parent Student Staff

[LOG IN](#) [Create New Family Portal Account](#)

Powered by FACTS [Student Information System](#) | [Privacy Policy](#)

Step 5: Once you are in your Family Portal account, click on Enrollment/Reenrollment in the left-hand drop-down menu.



Step 6: Click on the Enrollment link. Fill out and submit online enrollment packets for each student.

