To complete the Enrollment Packet and access Family Portal:

- Please go to https://factsmgt.com/

- Select **Parent Log in** from the menu bar and **FACTS Family Portal** from the drop-down menu.

- Enter **PB-PA** into the District Code field.

- Click on "Create New Family Portal Account." You'll be prompted to create a username and password. You can use those that you created when you submitted your application, as long as they have six characters and a number.

- After logging in, click on the **Apply/Enroll** button, then the **Enrollment/Reenrollment** button.

Our Online Enrollment system will open with a link to the Enrollment Packet for your student. This information looks similar to the original application, but this enrollment form contains more detail, like emergency contacts, medications, etc. The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

 Next, you'll need to set up an account with FACTS:

FACTS is where Tuition Payments and Financial Aid are managed. All families must set up a FACTS account. Remember your login information for future use.

- At the end of the Family Portal Application, click on the **"Go to Payment Plans"** button. This will redirect you to online.factsmgt.com.

- You'll need to **create a new username and password**, because this site is linked to financial information. The password requirements are more stringent than those in the Family Portal.

- Once you've logged in, click on the button for "**Set up a Payment Plan."** This process should take about 5 minutes.

- **Note:** This occurs before the Financial Aid process. If you are applying for Financial Aid, we'll apply any awards to your account later**. This step must be completed first.**

When the FACTS Payment Plan has been set up, you will be returned to the Family Portal.

- You should now see: "Thank you for choosing a payment plan." Click **Next.**

- Review the Enrollment Packet, and if you're ready, click "**Complete Review and Submit Enrollment Packet.**"

- Use the payment form to submit your $100 Enrollment Deposit, and click **Submit.**

As always, we at PUCS are here to assist you. You may contact Rolonda Stephens-Stewart at Rolonda.StephensStewart@pucs.org or (412) 244-1779.