



ParentSquare vs. FACTS Family Portal (formerly known as ParentsWeb*)

ParentSquare	FACTS Family Portal
<ul style="list-style-type: none"> • All school and classroom communication • View and download/upload class and school photos • View the school calendar • RSVP for events • Volunteer opportunity signups • Log service hours • Look up a family in the directory • Send individual or group messages 	<ul style="list-style-type: none"> • Check student's grades • Edit family contact information • Edit emergency contacts • Access your tuition payment information

ParentSquare Information

ParentSquare will be your one-stop shop for calendar (sync to your own calendar), grade-level communications, all-school information, and various types of sign-ups (conferences, volunteer spots, etc.).

With ParentSquare you'll be able to:

- Receive all school and classroom communication via email, text or the ParentSquare app
- View and download class and all school photos
- View the school and classroom calendar and RSVP for events
- Easily sign up to volunteer and/or bring items

Your Account

You can use ParentSquare on any device. You may download the free mobile app for Android or iOS, and you can also use it from your computer.

Set ParentSquare to your personal preferences! Click on your name at the top right of your desktop version of ParentSquare and choose "My Account." You can edit your email or cell phone number at any time under "Edit Account." You can also choose "Notification Settings" to select your notification preference to receive notifications instantly or delayed.

Volunteer Hours

To log service hours you will need to log in to ParentSquare from a computer. Once you are logged in, and you are on the home page:

1. Select "Volunteer Hours" from the grey column on the left hand side of the page.
 - a. Please record service hours under one Parent's name for each family.
2. Next, input your Volunteer hours information, including the month of the activity, the activity type, and the total time of the activity.
3. Once you have finished inputting all the information, click "Save".
4. Repeat this process for each service hour activity you have completed.
 - a. **Please note**, signing up to volunteer on a post will not automatically log your hours on your "Volunteer Hours" page. Each volunteer hour activity must be recorded separately on the Volunteer Hours page, following the instructions above.

Join Groups

Be sure to join some of our Public Groups like our Sports, PTP (Parent Teacher Partnership), and All School Photos Group to receive news, updates, and important information including photos for all of our great events!

Here are two easy steps to join our Groups:

1. Select the "Groups" tab on the grey left column on your homepage.
2. Click the green "Join" button on the groups you would like to join.

Share Your School Activity Photos

Did you take pictures on a field trip? At the last school event? At one of our games?

Here are some helpful tips on the best way to share your photos with your MHCS family!

Sharing Sports Photos:

1. Join our All Sports Photos Group.
2. Select "New Post"
3. In the "To" section, select All Sports Photos
4. Click "Attach Photos or Files" from the grey column on the right.
5. Select all the photos you would like to upload.
6. When you are finished filling in your post, select "Post Now"

Sharing All School Event Photos:

1. Join our All School Event Photos Group.
2. Select "New Post"
3. In the "To" section, select All School Events Photo Group
4. Click "Attach Photos or Files" from the grey column on the right.
5. Select all the photos you would like to upload.
6. When you are finished filling in your post, select "Post Now"

Sharing PTP Event Photos:

1. Join our All School Event Photos Group.
2. Select "New Post"
3. In the "To" section, select All School Event Photos Group
4. Click "Attach Photos or Files" from the grey column on the right.
5. Select all the photos you would like to upload.
6. When you are finished filling in your post, select "Post Now"

Sharing Field Trip/Class Photos:

1. Select "New Post"
2. In the "To" section, select your student's class Photo Group (i.e. 1st Grade Photo Group).
3. Click "Attach Photos or Files" from the grey column on the right.
4. Select all the photos and/or video you would like to upload.
5. When you have completed your post, select "Post Now"

Please note any photos that are shared may be used for yearbook photos. In order to get the best pictures, we recommend uploading the best quality photos you have from each event. Tight group shots are great and a variety of perspectives of the events.

Thank you so much for contributing by sharing your pictures and special memories with us!

FACTS Family Portal Information

To log in:

- From RSMCS website (www.rsmchristian.com)
- Under the Parents tab, click on Downloads & Links, then click on FACTS Family Portal login

- On the FACTS Family Portal log-in page, enter your user name and password (district code RSM-CA should already be filled in) If you ever forget your password or want to change it, you can reset it on this page. If you can't remember your username, contact the office and we can reset your log-in information.
- Hit submit

To check grades in FACTS Family Portal:

- Go to Student Information
- Select the student tab
- Click on Grades

To update your family information, including emergency contacts, cell number, or email:

- Under School Information, Click Web forms
- Click Family Demographic form>Emergency Contacts
- Find the next empty slot to add an emergency contact
- Scroll down and click SAVE after inputting your information

To find a family in the school directory

- Click on Directory (you can search a specific family at the top of the page)

Social Media

Did you know RSMCS is on social media? Be sure to follow our accounts:

Instagram: @rsmchristianschool

Facebook: www.facebook.com/rsmchristianschool

Questions about social media? Please feel free to contact Dayna Graveline (dgraveline@missionhillscs.org).