

# Step 1: Go to school website

[www.jpjicatholicacademy.org](http://www.jpjicatholicacademy.org)

## Select "Parent Resources"



Home About New Families **Parent Resources** Staff Our Parishes MCEF Calendar Contact



## Saint John Paul II Catholic Academy

St. John Paul II Catholic Academy is committed to partnering with families to

# Step 2: Select "Facts Family Portal"



Home About New Families Parent Resources Staff Alumni Our Parishes MCEF Employment Calendar Contact

### Parent Resources

NEWS YOU CAN USE

NEWS YOU CAN USE is SJPII's weekly newsletter. News You Can Use will keep you up-to-date on anything and everything that happens in our school! This is also where we post the weekly winners of the 52 Club Raffle and monthly calendars.

**FACTS FAMILY PORTAL**

FACTS Family Portal is where you can access all the specific information about your attending child(ren). This includes report cards, attendance records, current medical information, and emergency contacts the school has on file and the ability to update this information, and even access to your volunteer hour log!

#### MAY 24, 2023 UPDATE:

You used to access your account for paying tuition and other fees and make changes to payment plans via FACTS Tuition Management. This information can now all be accessed directly through your FACTS Family Portal!



### Family Portal

District Code

sjp-mi

Username

Sara.staszak

Password

.....

[Forgot password?](#)

**LOG IN**

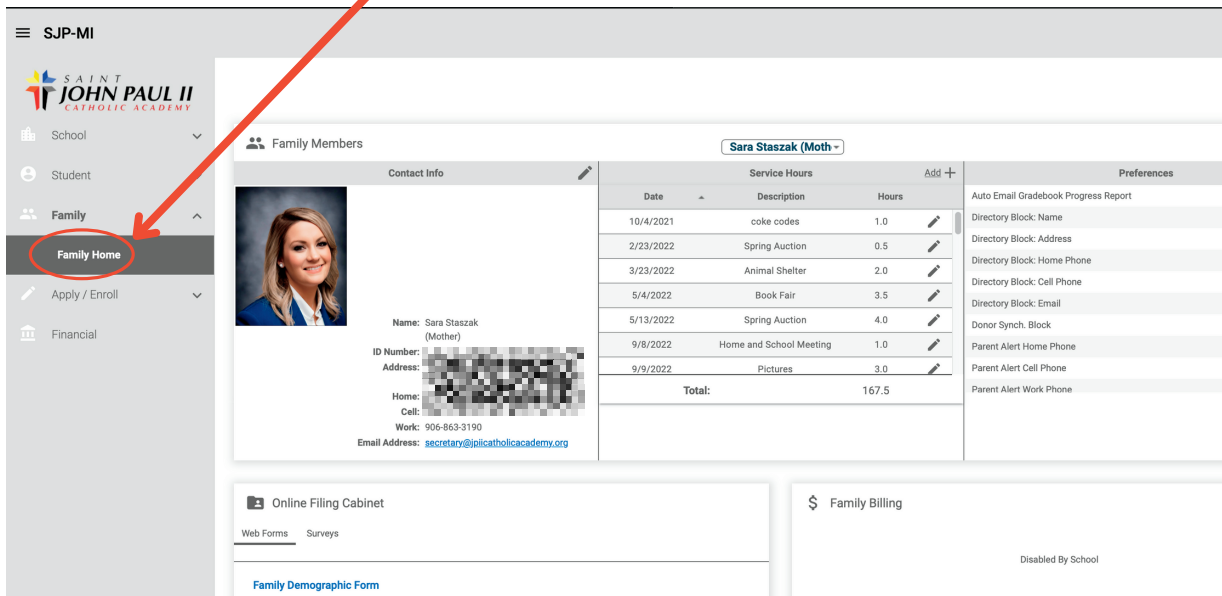
[Create new account](#)

# Step 3:

## Enter Log in information

## And click "LOG IN"

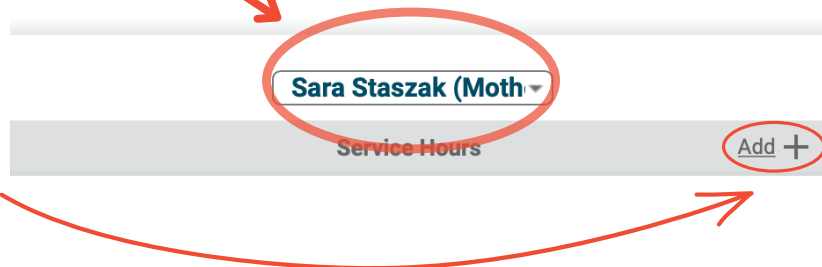
# Step 4: select "FAMILY" on left menu And click "FAMILY HOME"



# Step 5: Select name of volunteer

# Step 6:

Click the ADD + sign



# Step 6:

Enter number of hours and description of volunteer work and click save

The screenshot shows the 'Service Hours - Add' form. The 'Name' field is pre-filled with 'Sara Staszak'. The 'Date' field contains '7/11/2023', the 'Hours' field contains '3', and the 'Description' field contains 'Home & School Parade'. These three fields are circled in red. Below them are 'Note' and 'Verified By' fields, and a 'Save' button at the bottom, which is also circled in red. Arrows from the 'Step 6' text point to these fields.

Service Hours - Add

Name: Sara Staszak

\* Date: 7/11/2023

\* Hours: 3

\* Description: Home & School Parade

Note: \_\_\_\_\_

Verified By: \_\_\_\_\_

Save