

# Updating FACTS Preferences

<https://SJS-CA.client.renweb.com/pwr/>

Now that you have created your ParentsWeb account... have you updated your preferences?

FACTS contains a number of valuable tools for our families, and each parent must indicate their preferences for their inclusion or exclusion.

## Family Directory

Unlike in previous years where a family could only designate “include in Family Directory” or “do not include in Family Directory”, the FACTS system allows each individual to select the information which they would like to have included in the Family Directory. As a reminder, anyone within the Serra Community with a FACTS account (Serra parent, student, or staff) will have access to the Family Directory once it is turned on. Please indicate Yes or No to the following options.

- Block Name
- Block Address
- Block Email
- Block Phone (Home)
- Block Cell

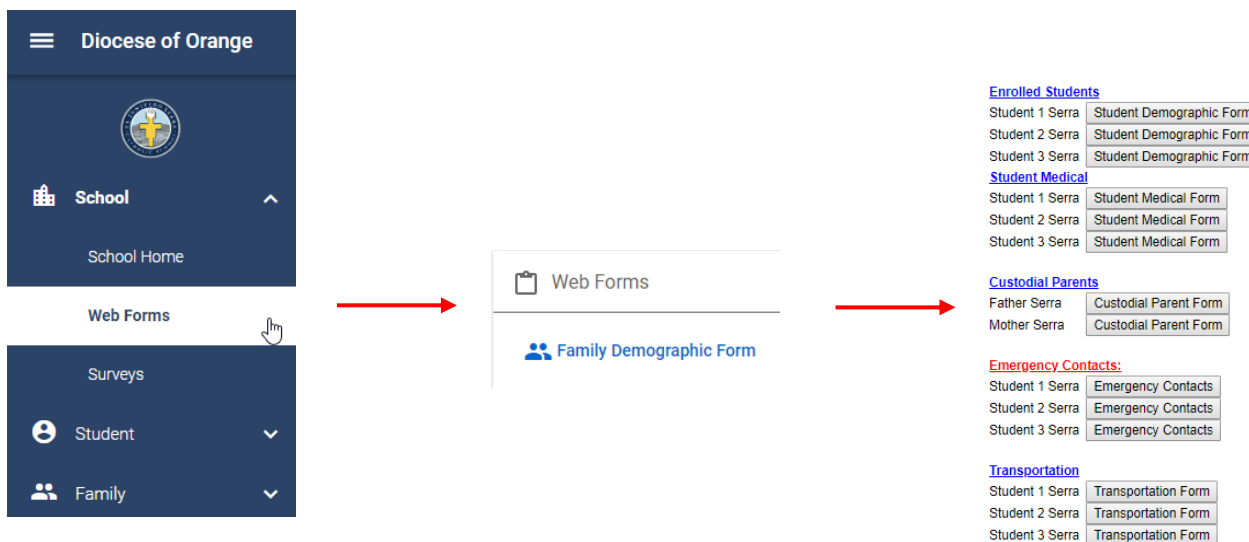
## Parent Alert

With the school’s move to FACTS, we will be utilizing their notification system (text, voice, email) to communicate to our school community. This feature is especially important in the event of emergency, cancellations, or schedule changes.

Note: Families must opt-in to receive text messages from the system. Please indicate Yes or No to the following options for receiving voice and text messages:

- Home Phone
- Cell Phone
- Work Phone
- No Text (selecting No, **ALLOWS** receipt of text messages)

Visit the Web Forms Menu, select the Family Demographic Form, then select the Custodial Parent Form.



Continued, please see next page



Scroll to the Parent Preferences, located at the bottom of the page. Mark your preferences, and then **CLICK SAVE**. Repeat for each parent in the family.

**Parent Preferences:**

Auto Email Gradebook Progress Report:  ▼

Directory: Block Name:  Yes  No

Directory: Block Address:  Yes  No

Directory: Block Email:  Yes  No

Directory: Block Phone (Home):  Yes  No

Directory: Block Cell:  Yes  No

Parent Alert: Home Phone:  Yes  No

Parent Alert: Cell Phone:  Yes  No

Parent Alert: Work Phone:  Yes  No

Parent Alert: No Text:  Yes  No



**Did you notice...**  
You can also set your preference for the system to auto Email Gradebook Progress Reports. Select the frequency (Never, Daily, Weekly) and then **CLICK SAVE**.

Save

If you have any questions regarding the set-up of your FACTS account, please email [tech@serraschool.org](mailto:tech@serraschool.org).

