



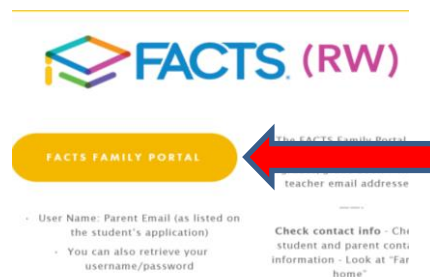
Accessing FACTS Family Portal

FACTS Management gives you, the busy parent, an opportunity to get more involved in your child’s academic progress and future success - all via the internet!

FACTS Family Portal is a private and secure parents’ portal that will allow parents to view academic information specific to their children, while protecting their children’s information from others. You may view your child’s grades, attendance, homework and other useful school information. You can also communicate with teachers online whenever necessary.

Here’s how to access our easy-to-use **FACTS Family Portal**:

- Make sure that the school has **your email address**
- In Chrome, Firefox, Safari, or Microsoft Edge, visit www.ics.ac.th
- Select **FACTS (RW)** under the **LIFE AT ICS**
- Click **FACTS (RW) – FACTS FAMILY PORTAL**



- District Code: **ICS-THA**
- Click **Create new account**
- Type **Your email address** and Click **CREATE ACCOUNT**

FACTS A @telnet Company

Family Portal

District Code
ics-tha

Username
[]

Password
[]

Forgot password? **LOG IN**

Create new account

FACTS A @telnet Company

Create Family Portal Account

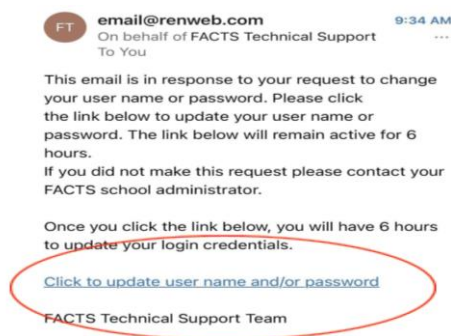
District Code
ics-tha

Email Address
[]

This allows a user to create a username and password if their email is tied to a person in FACTS SIS.

Back to log in **CREATE ACCOUNT**

An email from Facts (RW) will be sent directly to your email address. Check your junk mailbox if you don't receive it. Click on the link to update your username or password, the link is active for 6 hours.



- From the email, click the link to create your Family Portal login
- A web browser displays your **Name** and FACTS SIS **Personal ID**
- Type a **User Name**, **Password** and **Confirm** the password

Change/Create Password				
Name	Person ID	Username	Password	Confirm
Jolly Good	1234567	<input type="text" value="myusername"/>	<input type="password" value="*****"/>	<input type="password"/>
<input type="button" value="Save Username and/or Password"/>				

- Click **Save User Name and/or Password**
A message displays at the top of the browser, "**User Name/Password successfully updated.**"

Change/Create Password				
Name	Person ID	Username	Password	Confirm
Jolly Good	1234567	<input type="text" value="myusername"/>	<input type="password" value="*****"/>	<input type="password"/>
<input type="button" value="Save Username and/or Password"/>				

- You may now log in to Family Portal using your new username and password
- If you cannot log in, click **Forgot Password?** to reset your username and password

Please call [Mrs. Narry 02-3380749](tel:02-3380749) or [Narada E@ics.ac.th](mailto:Narada_E@ics.ac.th), if you have any problems or questions.

We look forward to your participation. Together we can continue to improve our children's academic development and communication between our school and your home.
Sincerely,

Somporn Tangsirisan
Registrar