

Accessing FACTS Family Portal



*****In order to use FACTS Family Portal, you must have an e-mail address on file with the school.***

- Go to www.school.myolph.com
- Click **Parent Portal** in the top right corner.
- Enter our District Code: **OLPH-TN**.
- Click on **Create New Family Portal Account**.
- Enter the email address provided to the school. An email will be sent which includes a link to create your login. The link is active for 6 hours
- From the email, click the link to create your Family Portal (ParentsWeb) login.
- A web browser displays your **Name** and **FACTS SIS Person ID**.
- Type a **User Name**, **Password**, and **confirm the password**.
- Click **Save User Name and/or Password**. A message displays at the top of the browser, "**UserName/Password successfully updated.**"
- You may now log in to Family Portal using your new **User Name and Password**.