



FACTS School Management Software gives you an opportunity to get more involved in your academic progress and future success – all via the Internet! *GCA students MUST HAVE a separate FACTS login from their parents.*

FACTS Family Portal is a private and secure website that has been set up for our school to allow you to see complete information specific to you. You can view your grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and school staff online whenever necessary. All you need is an Internet-capable computer.

Here's how Students can access our easy-to-use **FACTS Family Portal**:

- Open an Internet browser and type in the address of our school website at www.gcagators.org.
- Click on Family Portal icon at the top of the page (the graduation cap).
- **First-time users:**
 1. Click the **Create New Family Portal Account** if you have not logged in to FACTS before. **If you have, skip to Step 5.**
 2. Enter the student email address provided by the school. (@gcagators.org)
 3. Click the **Create Account** button. The student will receive an email from FACTS Management within a few minutes (to the email address you entered, which must be the GCA student email address provided by the school).
 4. Click the link in the email from FACTS and create your username and password.
- **Returning users:**
 1. Click the FACTS Family icon at the top of the GCA home page (the graduation cap).
 2. Enter your username and password.
 3. Make sure the **Student** button is selected before you click Log In.
 4. Click Log In
- To access grades, click "Classrooms." This will bring up all classes in which the student is enrolled at the school.
- Click on "Homework Summary" or "Grade book Summary" at the top of the column.

Please contact us if you have any problems or questions.