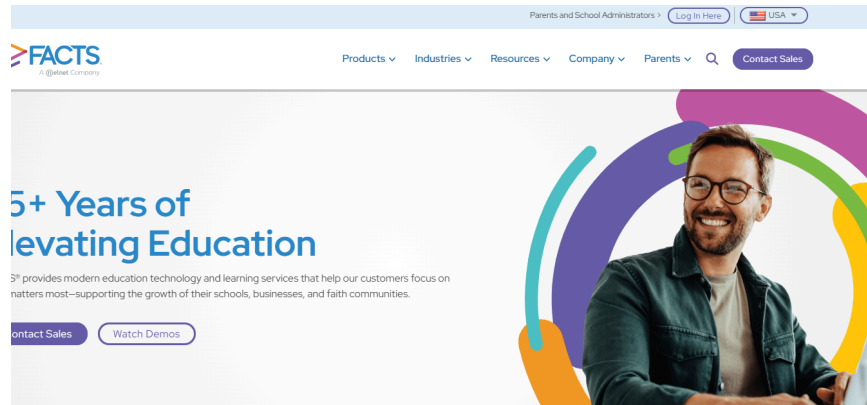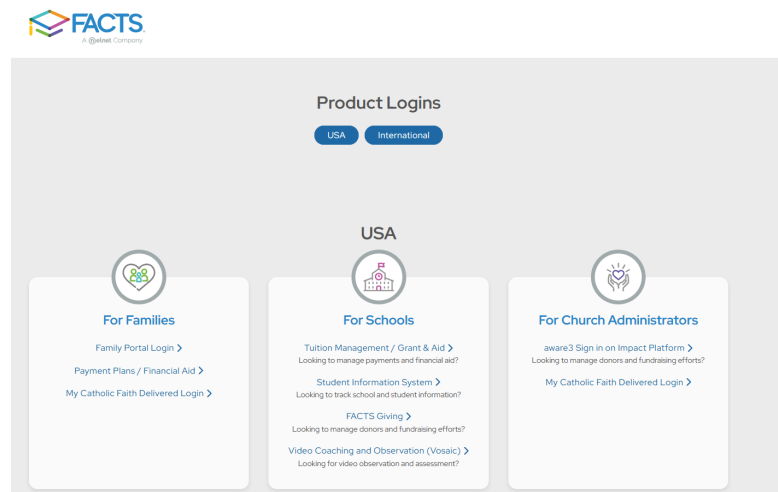# How To locate a syllabus on FACTS
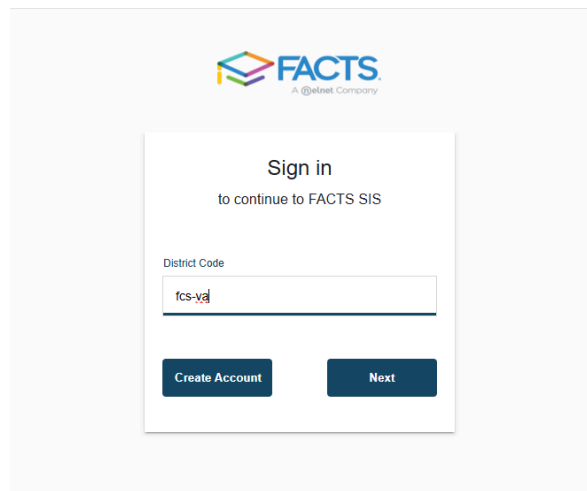
1. Go to factsmgt.com. Click on "Log In Here" in the upper right corner of the page.
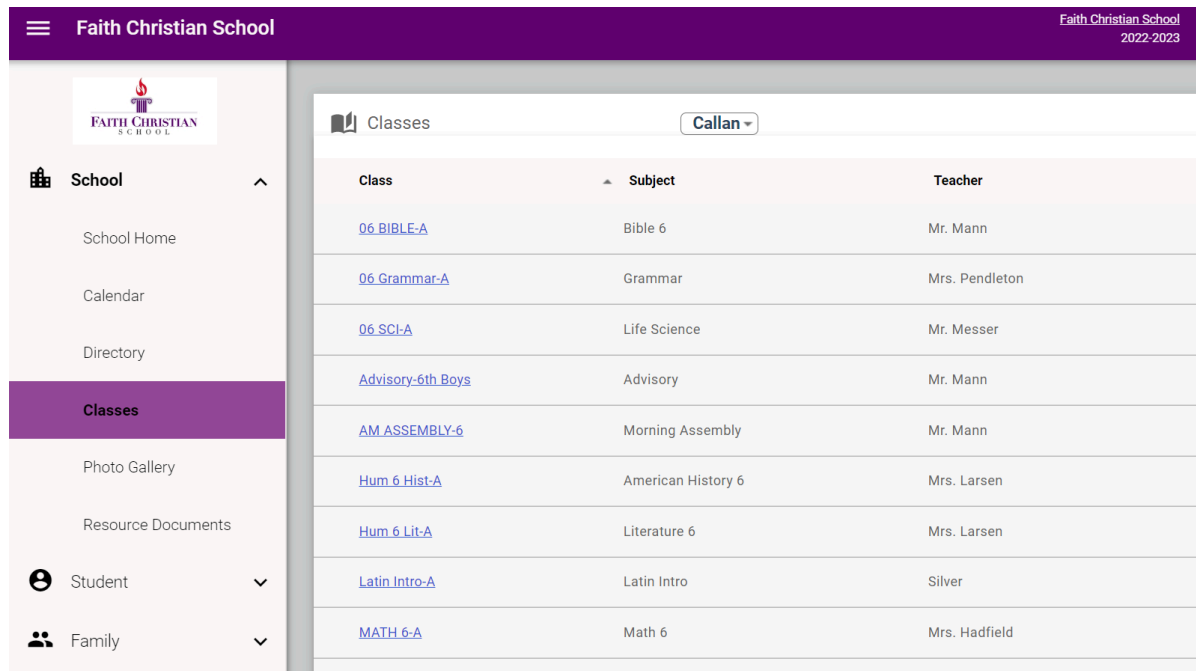

2. Next click on Family Portal Login over on the left side of the page in the first tile.

3. Type in district code "fcs-va" and click the Next button.

4. Go to School ->then Classes and select the student name.
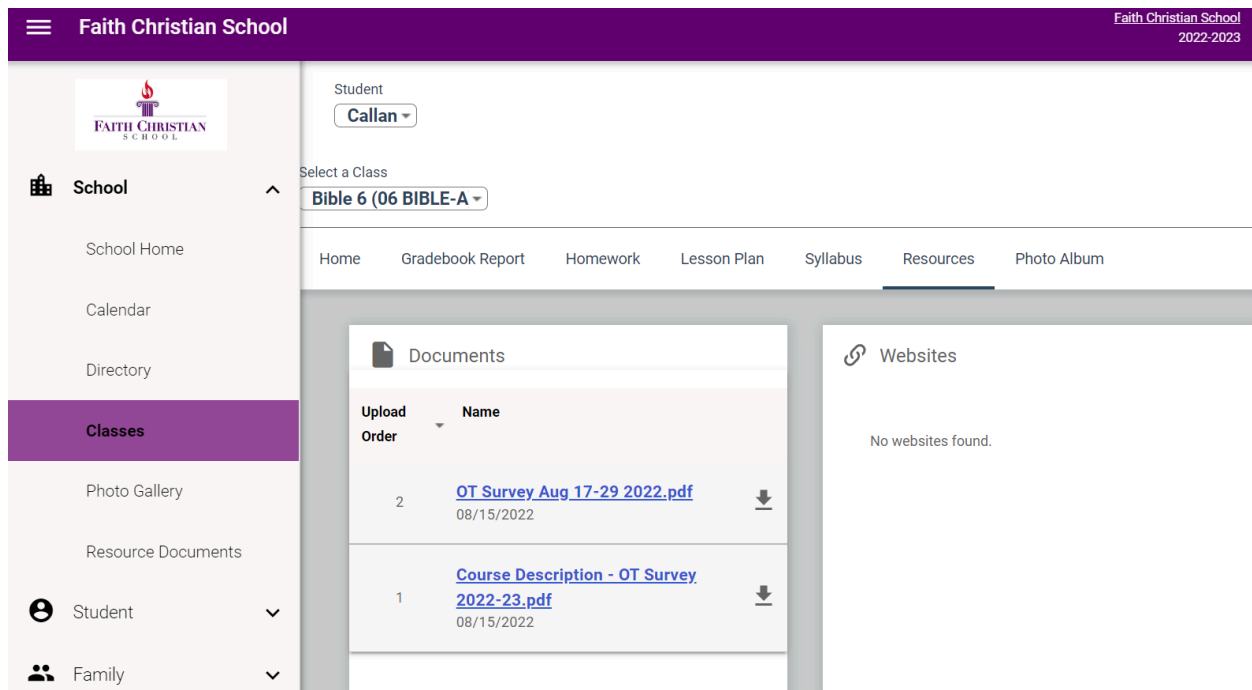
5. Next Select the class that you want to view/download the syllabus for and go to "Resources". Select the syllabus with the date you are looking for:

To back up and select another class, simply click on the Classes in the left bar and then select another class from your student's list. Note: There are multiple ways to get to the same location in the Parent Portal. This is just one way! Contact Rebecca Ridge if you have any questions at rridge@fcsva.com.