



Setting up your FACTS Family Portal Account

NOTE: Internet Explorer is no longer a recommended browser for the FACTS/RenWeb platform, and we recommend that you use Chrome, Firefox, or Safari instead.

Please follow these steps to set up your account(s).

- In your browser, go to <https://mc-mi.client.renweb.com/pw/>
- Click the link to **Create New Family Portal Account**
- In the box provided, type your preferred email address.
- FACTS SIS Customer Support will send an email to the address you provided that contains instructions on how to create a Family Portal account.
- You will have up to 6 hours to use the link in the email to create a username/password combination for your Family Portal account. (You may use the same username and password combination that you used for the MCS application process.)
- It is typical for parents to set up and access The FACTS Family Portal information using two separate accounts – one for each parent. A separate and unique email address is required for each account.

Have questions or need assistance? Contact the school office or email webmaster@molinechrsch.org for help.