

Accessing Family Portal (FACTS)

Baltimore Lab School is excited to continue to use FACTS, previously known as RenWeb, as our student information system. FACTS is a leader in school software systems and is used by over 4,000+ schools throughout the country.

Through your FACTS account, called **Family Portal**, you will be able to:

- Access the Baltimore Lab School Family Directory
- Access the Baltimore Lab School Faculty & Staff Directory
- View your student's schedule
- Check your student's attendance
- View your student's report cards
- Access your FACTS payment plan or pay incidental fees

How do I log in to Family Portal?

Visit baltimorelabschool.org and click the **Family Portal** button on the upper right corner of the web page. This will open a new tab with a login screen. It might be a good idea

Use the following credentials to log in:

District Code: BTM-MD

Account Email: *When you first create an account, you will use your Admissions Portal email address that you used when applying to Baltimore Lab.*

Password: *You will set your own password and can reset it at any time.*

Troubleshooting & Support

The next few pages of this document contain recommended troubleshooting tips from FACTS.

Which web browser should I use?

FACTS recommends Google Chrome for the best user experience. Chrome can be downloaded at [google.com/chrome](https://www.google.com/chrome).

How do I access FACTS Family Portal?

Go to baltimorelabschool.org and click the Family Portal icon



Or go to <https://sis.factsmgt.com/family-portal>

What is the district code?

BTM-MD

I forgot my password. How do I reset it?

Click “Forgot Username / Password” on your login screen. If you need assistance, please email Kelly Keesler, Director of Admissions, at kelly.keesler@baltimorelabschool.org.

FACTS is asking me to reset my password.

FACTS requires parents to reset passwords once per year. You will be prompted to change your password the first time you log in after your password expires. You are required to choose a new password, and FACTS does not allow you to reuse old passwords. If you are having issues with logging in, your account is locked, or you need a password reset, please email Kelly Keesler, Director of Admissions, at kelly.keesler@baltimorelabschool.org.

I’m getting an error when opening my enrollment packet.

If you get the error “A new window has opened to Online Enrollment,” it is because your browser is blocking pop-ups or redirected windows. Please see “How to Allow Pop-ups” later in this document.

I’m getting an error when accessing the FACTS Tuition link.

These errors may be solved by clearing your browser’s cache and cookie files. Please see “How to Clear Cache and Cookies” later in this document. If the error persists, please email Kelly Keesler, Director of Admissions, at kelly.keesler@baltimorelabschool.org.

How to Allow Pop-ups

Google Chrome

1. Go to the "Enrollment/Reenrollment" page. If it is blocked, the message "Pop-up blocked" will appear in your URL window.
2. You should see a box with a red dot appearing next to the "Star" icon in your URL window.
3. Click this box and choose "Always allow pop-ups and redirects." Click Done.
4. Click the "Enrollment/Reenrollment" link again.

Safari

1. From the Safari menu, choose Preferences... and click the Security tab.
2. Ensure the Block pop-up windows option is not checked. Unchecking this option will allow pop-ups for all web sites.
3. Click the "Enrollment/Reenrollment" link again.

Internet Explorer

1. Open Internet Explorer, then go to the web page that you want to allow pop-ups.
2. In Internet Explorer's Address field, highlight the entire web address of the current page, then right-click and choose the Copy command.
3. From the Tools menu (the gear icon on the far right), select Internet options. The Internet Options dialog box opens.
4. Click on the Privacy tab.
5. Under Pop-up Blocker ensure the Turn on Pop-up Blocker checkbox is checked, and then click Settings. The Pop-up Blocker Settings dialog box opens.
6. Right-click in the Address of website to allow: field, then choose the Paste command.

Microsoft Edge (Windows 10)

1. Click the ellipsis icon (...) in the upper right corner of your web browser, and then click Settings.
2. In the Advanced settings section, click View advanced settings.
3. In the Block pop-ups section, click the switch to Off. Pop-ups are now allowed.
4. To block pop-ups once again, click the switch to On.

Firefox

1. Open Firefox, then go to the web page that you want to allow pop-ups.
2. In Firefox's URL window, highlight the entire web address of the current page, then choose the Copy command from the Edit menu or right-click and choose the Copy command.
3. Click the icon with three horizontal bars in the upper right side of the browser toolbar.
4. Select Options (Windows) or Preferences (macOS).
5. In the left sidebar, click on the Content icon to display the Content section.
6. In the Pop-ups section, ensure the Block pop-up windows checkbox is selected, then click the adjacent Exceptions... button.
7. In the Address of web site: field, choose the Paste command from the Edit menu or rightclick and choose the Paste command, and then click Allow

These instructions apply to the latest version of each browser. A complete guide can be found at: <https://www.isc.upenn.edu/how-to/configuring-your-web-browser-allow-pop-windows>

How to Clear Cache and Cookies

Google Chrome

1. Enter `chrome://settings/clearBrowserData` into your address window.
2. Make sure "Cookies and other site data" and "Cached images and files" are checked.
3. Click "Clear data"

Safari

1. From the Safari menu, select Clear History.
2. Select the desired time range, and then click Clear History.
3. Go to Safari > Quit Safari to exit the browser completely.

Internet Explorer

1. Select Tools > Delete browsing history. If the menu bar is hidden, press Alt to make it visible.
2. Deselect Preserve Favorites website data, and make sure "Temporary Internet files" and "Cookies and website data" are checked.
3. Click Delete. You will see a confirmation at the bottom of the window when the process is complete.
4. Exit/quit all browser windows and re-open the browser.

Microsoft Edge (Windows 10)

1. In the top right, click the Hub icon (looks like star with three horizontal lines).
2. Click the History icon (looks like a clock), and then select Clear all history.
3. Select Browsing history, then Cookies and saved website data, and then Cached data and files. Click Clear.
4. After the "All Clear" message appears, exit/quit all browser windows and re-open the browser.

Firefox

1. From the History menu, select Clear Recent History. If the menu bar is hidden, press Alt to make it visible.
2. From the Time range to clear: drop-down menu, select the desired range; to clear your entire cache, select Everything.
3. Next to "Details", click the down arrow to choose which elements of the history to clear; to clear your entire cache, select all items.
4. Click Clear Now.
5. Exit/quit all browser windows and re-open the browser.

These instructions apply to the latest version of each browser. You may need to follow additional or different steps depending on the software version of your browser.