



COLUMBUS CATHOLIC SCHOOLS

How to Create Your FACTS Family Portal Account

Columbus Catholic Schools (CCS) uses FACTS Management for tuition management, student information, and school communication. Follow the steps below to get started using our

District Code: MACS-WI.

Step 1: Go to the Columbus Catholic Schools Website

1. Open your web browser and go to: www.columbuscatholicschools.org
2. Click on Parent Login

Step 2: Create a New Family Portal Account

1. Click Create New Family Portal Account
2. Enter our District Code: MACS-WI
3. Enter the email address CCS has on file for your family
4. Click Create Account

✉ A confirmation email will be sent to the address you provided. The link is valid for six (6) hours.

Step 3: Set Up Your Login

1. Open the email from FACTS Management
2. Click the link labeled Create your Family Portal login
3. Follow the prompts to:
 - Confirm your name
 - Set your Username
 - Create and confirm your Password
4. Click Save Username and/or Password

You'll receive a message that your login has been successfully updated.

Step 4: Explore the FACTS Family Portal

Once logged in, you'll have access to:

- Student attendance, grades, and homework
- Progress reports and report cards
- School calendars and lunch menus
- Tuition payment plans and billing statements
- Communication tools to connect with teachers and staff