

Accessing FACTS Family Portal:

If you have logged on to Family Portal before

The link to the family portal is <https://AH-SC.client.renweb.com/pw/>.

District code: AH-SC

*You may be asked for this code if you do not use the link above.

1. Click the link above and login with your username and password.
 - If you do not remember your username, please **email** it@addlestone.org and your username will be emailed to you by the end of the next business day.
 - If you know your username, but do remember your password, please click the “Forgot Password?” Link on the page.

If this is your first time logging in to Family Portal:

Family Portal Login: <https://AH-SC.client.renweb.com/pw>

1. Click the link to the family portal above. Click “Create Account”

Create Family Portal Account

District Code

AH-SC

Email Address

This allows a user to create a username and password if their email is tied to a person in FACTS SIS

[Back to log in](#)

CREATE ACCOUNT

2. Type your email address and click Create Account.

*Note: If you get a message that states you already have an account and do not remember your login, please **email** it@addlestone.org, Your username will be emailed to you by the end of the next business day.*

3. An email will be sent which includes a link to create your FACTS Family Portal login with the subject “FACTS Support - Create Account Request” Click on the link. This will take you to a screen to create your username and password.

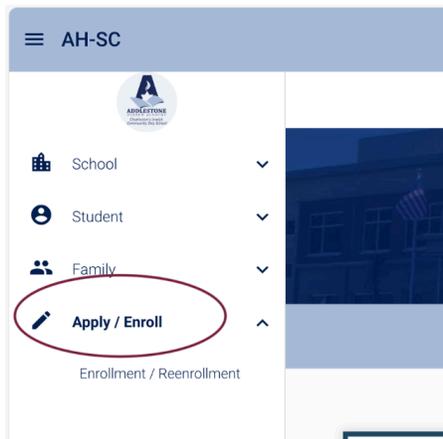
4. Once you register, it will take you back to the login screen. The screen may ask for a district code. **Our district code is AH-SC.** You can then login with your new login credentials.

Accessing Re-enrollment within Family Portal:

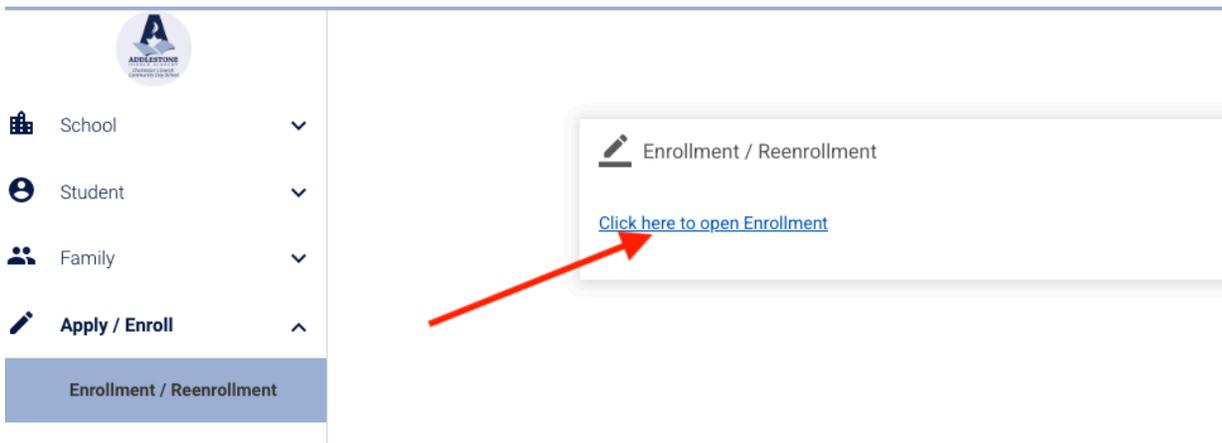
1. Click in the three lines in the top left of your screen to open the menu.



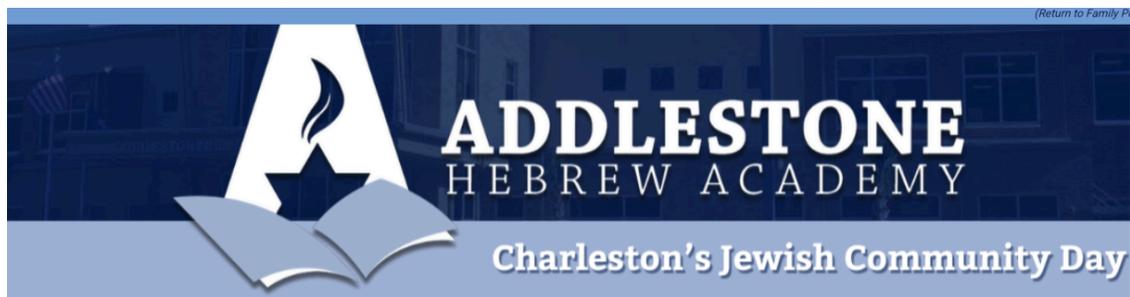
2. Click open apply open menu and then click on Enrollment/ Reenrollment.



3. Click on the link to open Enrollment. This will open another window with all of your children listed for re-enrollment.



4. The following page should load with all your children who are re-enrolling. Click on “start enrollment packet” to access the packet. Directions for each section of the packet are at the top of each screen.



ENROLLMENT

Welcome Parent . You are currently logged in.

School Year: 2025-2026

Student

For Grade

Packet Status

Student Name

Student Grade

[Start Enrollment Packet](#)