
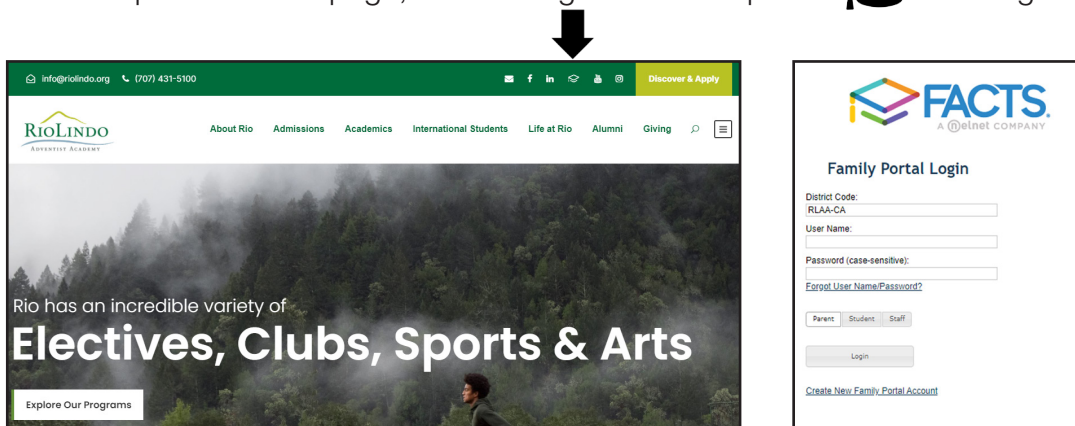



FAMILY PORTAL ACCOUNT LOG IN INSTRUCTIONS

How to check a RLAA student's grades and attendance online.

Follow the directions below to set up an account so that you can access the student's grades and attendance online utilizing FACTS, our school information system.

1. Go to our school website at www.RioLindo.org
2. On the top of our homepage, select the graduation cap icon  on the green banner.



3. Click "Create new Family Portal Account" at the bottom of the login screen.
4. Type in **RLAA-CA** for district code, and then your e-mail address that you provided to the school. Click "Create Account."
5. You will receive an email within a few minutes to the email address you typed in. (This will only work if it is the same email address that you provided to the school). Open your email and select the link "Click to Create your Family Portal log in."
6. Create a user name and password. (Password must contain a minimum of 6 characters and include at least one letter and one number.)
7. Click "Save user name and/or password."
8. Go back to the Rio website and click the FACTS icon  again.
9. Enter RLAA-CA for the District Code, enter the user name and password that you just created, and then click "Login."
10. To access grades and attendance for your student, select the "Student Information" tab on the left side of the screen once you have logged in.

You can now access Family Portal directly from our homepage anytime you would like to view your student's grades/attendance.

We look forward to your frequent use of FACTS so that we can improve communication between school and home regarding your student!