


- Go to our St. Patrick School website [www.stpatricksd.org] under “Parent Resources” for the FACTS link or go to <https://online.FACTSmgt.com/signin/48G4N>. Once in, on the St. Patrick School welcome page click the appropriate option: ‘Create a username & password’ (or click the blue ‘Sign in’ button if you already have a FACTS account from a prior school).

Sample Institution

Welcome to Sample Institution!

If you have used FACTS before, simply Sign In to manage your account.

If you are new to FACTS, click on the "Create a username & password" button to create an online account.



Have an account?

[Sign in now.](#)

Sign in

New Account

[New user? Create an online account.](#)

Create a username & password

Having difficulties? Check our FAQs.

If creating a new account:

- You will be prompted to enter your email address to validate that a user account does not already exist and then you will be able to select **Create a new FACTS account**.
 - Enter your demographic information (name, address, email, phone number).
 - Create a user name, password, and select security questions. You will need to retain this information to log in to your FACTS account.
- Once signed in, select **Set up a Payment Plan** (select the correct school year) and then **Begin**.
 - Contact Information:** Review the information and choose a correspondence method.
 - Students:** Each student must be added. **Select 2025-2026 grade [or Preschool]**. Click **Next**.
 - Plan Options:** Select a payment plan (10 month is standard, if you choose Full Year ALL Tuition will come out at once) and click **Next**. **Please note information about possible fees. New Families enrolling after the first week of school: your first payment may be prorated then you will pay monthly until June, our Bookkeeper will set-up a custom plan to cover this.**
 - Payment Details:** You **MUST** enter financial account information (Questions: email Bookkeeper).
 - Payment Schedule:** Select your payment date, 1st or 10th (for alternate date email Bookkeeper).
 - Review & Authorize:** You can select the links to the right to go back and edit. On the last page you **MUST** check the box to agree to the Terms & Conditions, then click **Authorize**.
 - Thank You:** Print or save your confirmation page. It includes your agreement number which can be used to reference your tuition payment plan with FACTS (use your child’s last name with school).

Do you have questions?... Contact a FACTS representative at (866) 441-4637 or Regina Song, School & Preschool Bookkeeper at rsong@stpatricksd.org