



HOW TO LOGIN AND VIEW TUITION INFO

◆ Step 1: Go to the School Website

Visit www.brackenchristian.com in your web browser.

◆ Step 2: Click on "Parent Portal"

At the top right of the homepage, click the gold button labeled Parent Portal.

◆ Step 3: Log In to Family Portal

You'll be redirected to the FACTS Family Portal login page. Enter your credentials:

- Username (e.g., john.doe)
- Password

Click LOG IN when you're ready.

💡 Forgot your password? Click "Forgot password?" to reset it.
Need an account? Click "Create new account" to register.

◆ Step 4: Open the Financial Section

Once logged in, look at the left-hand menu and click "Financial".

◆ Step 5: View Tuition Details

On the Financial home page, you can do the following:

- Click Financial Home
- Then click View Details

From here, you can:

- ✓ View upcoming payments and full schedule
- ✓ Change payment terms using the dropdown on the right
- ✓ See all transactions, balances, payments made, and changes
- ✓ Click View Payment Summary for an overview
- ✓ Print statements and tax documents for childcare

Need Help?

For questions regarding your tuition account, please contact Kim Rohlmeier

- ✉ Email (preferred): kim.rohlmeier@brackenchristian.com
- ☎ Phone Extension: 905