

 **FIRST AID:** Medication orders and immunization records for this school year must be downloaded/printed, filled out, and re-uploaded to the FACTS Family Portal.

**** To access the forms in the Family Portal:**

- Go to www.factsmgt.com
- Log in to your FACTS Family Portal
- The District Code STAS-LA
- Type in your username and password.
- *If you have forgotten your username or password, please click on the reset password link provided.*
- Go to the left-side Navigation Menu
- Click on School
- Click on Resource Documents
- Click on the Form you require (e.g. Prescription and Over the Counter Medication)
- There is a link to download/print the form in the instructions at the top of the page.
- Print the form and fill it out. Scan or take a photo of the completed form.
- Once it is completed, log back in and navigate to the Resource Documents section of FACTS (using the instructions above).
- Click on the Form you are uploading.
- Fill out the online portion of the form and upload your completed scanned form.
- Once you submit the form, the nurses will have access to this information.