Prairie parents are familiar with FACTS as our school's billing system used for billing (tuition, lunch, fees, etc.). We are excited to announce that we have upgraded our FACTS account and will now be using the FACTS SIS (Student Information System). Each family will now have access to its own FACTS Family Portal, a private online platform that allows you to:

- View important dates;
- View and pay all of your Prairie bills online;
- Order lunches (**ES – 6th Grade only**; 7th – 12th Grade does not pre-order); and
- View lunch charges in real time at any point during the month.

FACTS SIS will be used for Business Office transactions only; PowerSchool is still being used for all academic information.

You may access a 3-minute [Family Portal Overview video](#) (video password: Portal) on any internet-enabled device in order to learn more about the system.

All families will need to create a new account:
1. Go to Prairie's [FACTS Family Portal landing page](#);
2. Click **Create New Family Portal Account**;
3. Enter **PS-WI** as the District Code;
4. Use the same email address you have on file in PowerSchool to register;
5. Click **Create Account**.
   a. If you receive a message reading **Error: Invalid Credentials. Please contact school administrator. (Code 2)**, you entered an incorrect email address. Contact [Tara Nelson](#) to update your account before retrying.
6. When you enter the correct email address, you will receive an email with a link to create your personal username and password. The link will expire after 6 hours.
7. Use the emailed link to create your login. Usernames and passwords may be the same as those used for your current FACTS financial account.
   a. Username: make sure this is easy to remember (ex: your name or email).
   b. Password: must alphanumeric, be 6+ characters long and is case sensitive.
   c. Confirm your password.
   d. Click **Save Username and/or Password**
8. Once you see Username/Password successfully updated at the top left of your screen, close the tab and login to the [FACTS Family Portal](#).
   a. Enter the District Code (**PS-WI**);
   b. Enter your new Username and Password;
   c. Click **Login**.

Prairie's former FACTS website will be archived this Wednesday, August 25th. [Please click here to set up your FACTS SIS account](#); after August 25th, this will be the only way for families to view their financial information.