

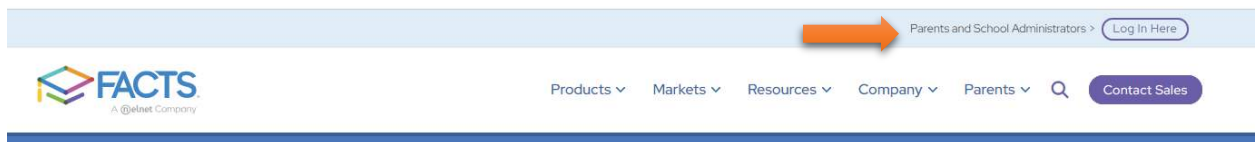


# BISHOP McLAUGHLIN CATHOLIC HIGH SCHOOL

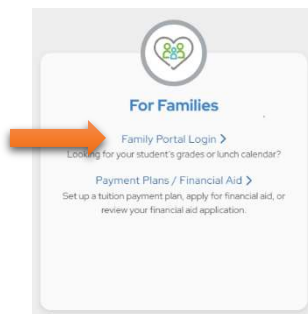
13651 HAYS ROAD, SPRING HILL, FLORIDA 34610

## How to Log in Service Hours for Parents

- 1) Go to the FACTS Family Portal. [www.FACTSmgmt.com](http://www.FACTSmgmt.com).
- 2) On the top right click on **Parents and School Administrators**> **Log in Here**.



- 3) In the **For Families** box, **Family Portal Login**.



- 4) Log in with your Select FACTS username and password. District code **BML-FL**

Family Portal Login

District Code:

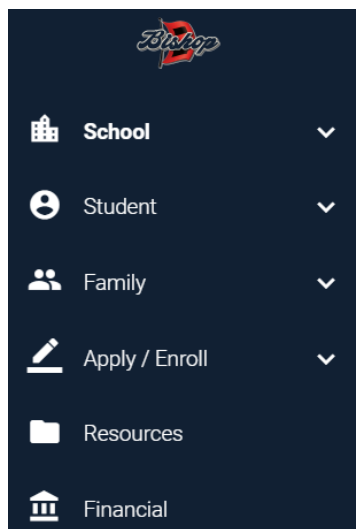
User Name:

Password (case-sensitive):

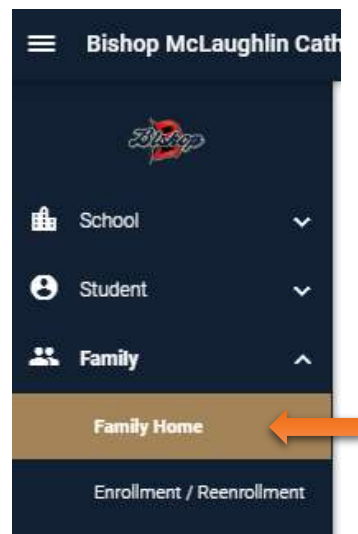
[Forgot User Name/Password?](#)

[Create New Family Portal Account](#)

- 5) Facts Family Portal Menu.



- 6) Under Family, look for Family Home.



- 7) On the new screen, towards the middle, look for the Service Hours box. On the right of that box, click on the **Add+** button to add your hours.

Service Hours			<a href="#">Add +</a>
Date	Description	Hours	
9/11/2020	Athletics	5.0	
10/2/2020	Athletics	5.0	