

How PARENTS access and setup their SCS FACTS Family Portal:

1. Go to:

- <https://scs-dom.client.renweb.com/pwr/>

- Best when used in Chrome, Firefox, Safari or Internet Explorer

OR

Go to:

- <https://www.scs.edu.do/>
- Scroll to the bottom of the school website
- Click on the FACTS logo



2. Log in Page Appears

3. Select your preferred language

A screenshot of the "Log In" page. The page has a white background with a dark blue header. The "Log In" title is in the top right. Below it are input fields for "District Code:", "Username:", and "Password:". There is a link for "Forgot Username / Password?". Below that are radio buttons for "Parent" (selected), "Student", and "Staff". At the bottom, there is a dark blue "LOG IN" button and a link for "Create New Family Portal Account". At the very bottom, it says "Powered by FACTS Student Information System | Privacy Policy". A blue circle highlights a language dropdown menu in the top right corner, with a blue arrow pointing from the text "3. Select your preferred language" to it. The dropdown menu shows "English" selected, with "English" and "Español" as options.

4. Fill in **District Code:**
SCS-DOM

The screenshot shows the 'Log In' page. At the top right is a language dropdown menu set to 'English'. Below it is the 'District Code:' field, which contains 'SCS-DOM'. The 'Username:' field is empty. A large green circle with a diagonal slash is overlaid on the Username field. Below the Username field are fields for 'Password' and 'Confirm Password', both empty. There is a link that says 'Forgot Username or Password?'. At the bottom, there are radio buttons for 'Parent' (selected) and 'Staff'. A yellow arrow points to a button labeled 'Create New Family Portal Account'.

5. Click Create
New Family Portal Account

6. Enter your
Parent Email Address

- **Your email address must be the same email which SCS has on file for your family.**

7. Click
Create Account

The screenshot shows the 'Create New Family Portal Account' page. At the top right is a language dropdown menu set to 'English'. Below it is the 'District Code:' field, which contains 'SCS-DOM'. The 'Email Address:' field is empty and highlighted with a purple box. A purple arrow points to this field. Below the Email Address field is a button labeled 'CREATE ACCOUNT' which is circled in green. At the bottom left is a link that says '< Back to Login'.

8. Check your Email

9. Click link in email and open in new browser.

- An email will be sent to the email address you entered to create your account that will include a link for you to activate to create your log in. The link is active for 6 hours.
- If you do not receive an email, the email address you used is not registered with the school and you should contact the divisional secretary.
- It may take a few minutes for the email to arrive in your inbox.

Click link in email: [Create Your Family Portal Login](#)

10. Change/create Password

- Create a **User Name**
- Create **Password**
- **Confirm** Password

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	cjohnston	*****	*****	<input type="button" value="Save User Name and/or Password"/>

11. Successfully Updated Message

- SAVE your information so you won't forget your username and password.
- A message displays at the top of the browser to confirm you have successfully updated your account.

User Name/Password successfully updated.

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	cjohnston	*****		<input type="button" value="Save User Name and/or P"/>

12. Return to

<https://scs-dom.client.renweb.com/pwr/>

OR

<https://www.scs.edu.do/>

- **Scroll to the bottom of the school website**
- **Click on the FACTS logo**



13. Log into **Family Portal:**

- **SCS-DOM**
- Enter the **User name you just created**
- Enter the **password you just created**
- Select **PARENT**
- **Login**

The screenshot shows the 'Log In' page of the Family Portal. At the top right, there is a language dropdown menu set to 'English'. Below the title, there is a 'District Code:' field with 'SCS-DOM' entered, circled in blue. The 'Username:' field has a blue instruction box: 'Insert the username you just created'. The 'Password:' field has a green instruction box: 'Insert the password you just created'. Below these fields is a link for 'Forgot Username / Password?'. There are three radio button options: 'Parent' (selected, highlighted with a pink starburst), 'Student', and 'Staff'. A dark blue 'LOG IN' button is highlighted with a blue box. To the right of the button is a link for 'Create New Family Portal Account'. At the bottom, it says 'Powered by FACTS Student Information System | Privacy Policy'.