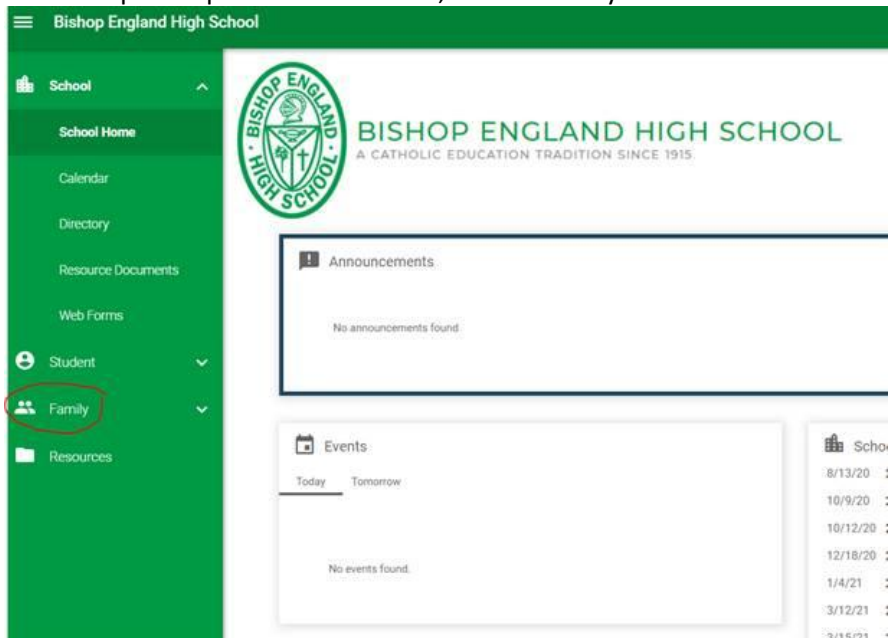
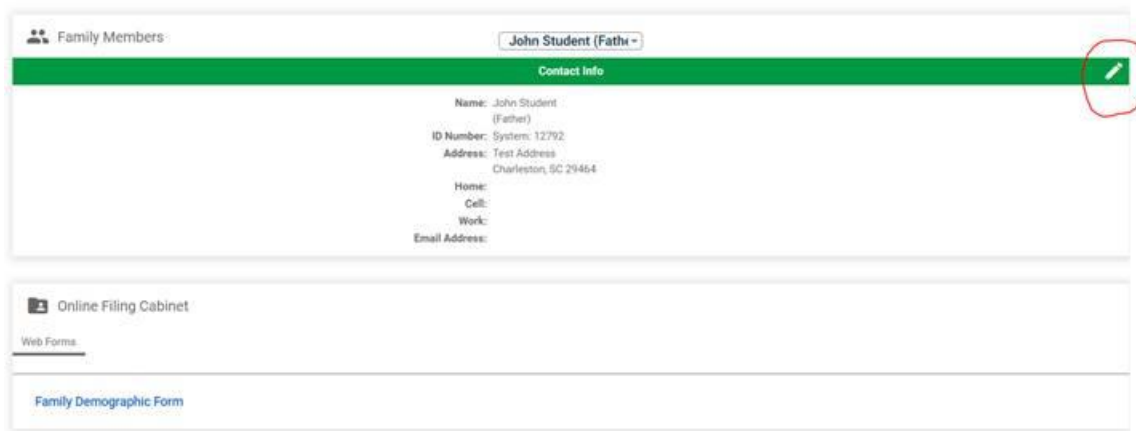


**INSTRUCTIONS TO MAKE CHANGES TO BIOGRAPHICAL INFORMATION IN FACTS FAMILY PORTAL:** Log in to the portal using your account you created: [www.behs.com](http://www.behs.com) > PARENTS – upper right corner on homepage.

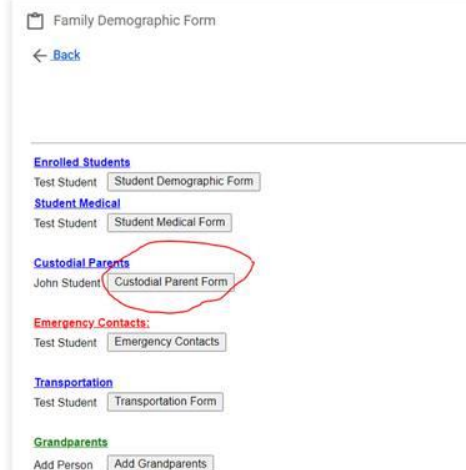
1. From the parent portal home screen, select “Family” from the left.



2. On the next screen, select the “edit” icon which is a white pencil in the top right corner.



3. From the next screen, select the button that says, “Custodial Parent Form.”



4. Edit and make the changes that you need to your contact information on this next screen. When you are finished, please be sure to scroll to the bottom and click “save.”

[Return to main form](#)

### Custodial Parent Form

#### Demographic Details:

Mr. ▾ <i>Salutation</i>	John <i>First</i>	 <i>Middle</i>	Student <i>Last</i>
 <i>Birthdate (mm/dd/yyyy)</i>	Divorced ▾ <i>Marital Status</i>	Male ▾ <i>Gender</i>	

#### Contact Information:

 <i>Home Phone (xxx-xxx-xxxx)</i>	 <i>Cell Phone (xxx-xxx-xxxx)</i>		
 <i>Email 1</i>	 <i>Email 2</i>		
Test Address <i>Street</i>	Charleston <i>City</i>	SC <i>State</i>	29464 <i>Zip</i>

This is all you need to do. After clicking “save,” your changes will be made in FACTS and the changes will also be reflected for your child or children in your family, as well.