

## How to Register for the Family Portal

1. Go to [www.steinerschool.org](http://www.steinerschool.org)
2. Click the "Family Portal" link at the top of the page
3. Select "Create New Family Portal Account"
4. Enter your e-mail address
5. You will receive an e-mail from FACTS SIS Support - open e-mail and click the link enclosed
6. This will take you to a page entitled "Change/Create Password"
7. Create your username and password
8. Click Save
9. Go back to Family Portal (RS-MI) homepage
10. Enter username and password
11. Select Role - "Parent", "Student", or "Staff"
12. Click Login