

NYA Family Web – Creating a Parent Account Help Sheet

This help sheet explains how to create a new account for Family Web, the section of the NYA website where homework assignments, class information, directory information, calendars, lunch menus, and official school forms are available.

For your initial login, you will create an account using the email address that you have provided to the school. Please begin the process with Step #1 below. Once created, logging into the system is as simple as clicking “Parents” in the top menu, the “Family Web” button, and entering your password.

1. In your web browser, navigate to the NYA home page at www.nya.org, click “Parent” in the top menu and then click “Family Web” to login.



2. The login screen is shown at the right. For first time logins, click on the link that says “Create New Family Portal Account”.

A screenshot of the NYA Family Web login screen. The header is orange and says "North Yarmouth Academy". The main content area is white and contains a "Log In" form. The form includes fields for "District Code" (pre-filled with "NY-ME"), "Username", and "Password". Below these fields are links for "Forgot Username / Password?". There are three radio buttons for user roles: "Parent" (selected), "Student", and "Staff". At the bottom of the form are two buttons: "LOG IN" and "Create New Family Portal Account". A red arrow points from the "Create New Family Portal Account" button to a large red text overlay that reads "Click here to create a new account...". Below the form, there is a footer that says "Powered by FACTS Student Information System | Privacy Policy". At the very bottom, another large red text overlay reads "...or enter your Username and Password above to log in."

3. A new tab will open in your browser. You must register with the email address that you have submitted to the school for contact purposes. Type that email address into the box and then click “Create Account” below the box. If you have any problems with the email, please call or email **Tara Johnson** in the Main Office at 846-9051 or tjohnson@nya.org.

Create New Family Portal Account

English

District Code: NY-ME

Email Address:

CREATE ACCOUNT

< [Back to Login](#)

4. Check your email for a message from FACTS SIS Customer Support to confirm your account. The email from Renweb will include a link that says “[Click to create your ParentsWeb login](#)”. This link will only be active for six hours. The link will open a new browser window (shown below) where you **can create your new user name and password**. The password must have six or more characters and have at least one number.

Change/Create Password

Name	Person ID	User Name	Password	Confirm	
Joe Test1					Save User Name and/or Password

After you click “Save User Name and/or Password”, this webpage will not show any obvious change.

5. In a different window, navigate back to Login page by clicking the link on Family Web link nya.org that you used in Step 1 and log in with your new password.