



# MARQUETTE ACADEMY

*Academic Excellence in a Catholic Community*

Welcome to Marquette Academy. Mary Roberson keeps track of tuition, aftercare and service hours from financial aid. If you want to pay by monthly invoice, pay online, send in a check, pay by credit card, pay in full, or have Facts take it out of your account (ACH) monthly or bi-monthly you can do that on the FACTS Management Website. We've listed below how to sign up on Facts but if you have any questions please let us know and we can help you or if Mary is not available Lisa Tenut can help you. We both work in the High School but take care of all of the students at Marquette. Once we see that you have signed up on the Facts web site your name will be in pending file and we will finalize it. You can then start paying that way. Your monthly payments will not start until August or later if coming to Marquette at a later date. **But please sign up on this site as soon as possible.**

## **TO SIGN ON TO THE FACTS MANAGEMENT WEBSITE:**

Go to our **Marquette Academy website** [www.marquetteacademy.net](http://www.marquetteacademy.net) at the top of the page is **ADMISSIONS** click on that and a drop down box will appear. The 6<sup>th</sup> item under **Admissions** is **FACTS**, click that, on the right side of the page it says **HAVE ACCOUNT** or below that is **NEW ACCOUNT** click on new account if you have not signed up on Facts before. Click on **CREATE USername AND PASSWORD** for a new account, enter your email address and press enter:

Welcome! Thank you for using FACTS.

Please take a few moments to create a user account.

It is highlighted in green **Create a new FACTS account** click on that and enter your email, then name, address, ph number it will guide you through the process.

**Here is the FACTS phone number for Customer Service in case you need help: 1/866-412-4637 you can talk to any Customer Service person. We do have our own Customer Service person Samuel Lawson at ext. 29702 but if he isn't available anyone will help you.**

After you have finished seeing your account up we will see your name in **pending we will finalize it** and then we will enter your balance. After that you should see your account by the next day.. **Keep track of your Customer number or ID number for future reference.**

Let Mary Roberson – [mroberson@marquetteacademy.net](mailto:mroberson@marquetteacademy.net) or Lisa Tenut – [ltenu@marquetteacademy.net](mailto:ltenu@marquetteacademy.net) know if you have any questions or need help with signing on.

**(If you already have a FACTS account every year it will roll over to the new year so you will have the same ID and Customer number. At the beginning of the year your account will be in pending and after we enter your amounts you will be able to see it. Just make sure to check your (checking/savings/credit card) account # to see if that's the one you want to use again. You can change that at any time on FACTS.**