

Computer Access – Library

Students may use any computer in the Library.



Username: lastnamefirstname (no spaces, no capital letters)

Password: Knights - ____ (Capital 'K' in Knights, then a hyphen, then your unique 4-digit code; the last 4 digits of your FACTS Student ID. You can find it in FACTS Family Portal or ask for yours at the Front Desk.)

**** The above password is permanent. You are NOT able to change your email or computer access password. Please write it down!**

Printing: Students may print school assignments to the printer labeled "Upper-Library," and retrieve them from a staff member at the Front Desk. Please do not reach over the desk to retrieve prints yourself.

MCA Email Account

To access your student MCA email account from any web browser

Go to office.com or mcaknights.org >Connect >Login >Student/Staff Email

Email Address: lastnamefirstname@mcaknights.org

Password: Knights - ____ (Capital 'K' in Knights, then a hyphen, then your unique 4-digit code; the last 4 digits of your FACTS Student ID. You can find it in FACTS Family Portal or ask for yours at the Front Desk.)**

**** The above password is permanent. You are NOT able to change your email or computer access password. Please write it down!**

FACTS Family Portal **STUDENT** Account

To create your own student login credentials to access your FACTS Family Portal Account (grades, schedule, assignments etc.)

You must first be able to check your MCA Email before you can create a FACTS Family Portal STUDENT Account. (See above.)

- 1) Go to www.mcaknights.org. Click on FACTS Login on right side, top, to get to FACTS Family Portal Login Page.
OR
Go to factsmgt.com. Click on Log In Here. Choose [Family Portal Login](#).

- 2) **District Code:** MD-TX
- 3) **Click Create Account**
- 4) **Email Address:** Enter your MCA student email address, lastnamefirstname@mcaknights.org.

FACTS will email login information to you at that email address. Check your email and follow the instructions in the email to create your FACTS Family Portal Student login credentials.

Choose a username and password you will remember or use the same ones as your computer login above.

If you need further assistance, go to the Front Desk in the Library.