



How To: Set up your RankOne Account

Step 1:

Find Your Student's ID Number in FACTS

You will need your child's official Student ID number to link them to your RankOne account.

1. Log into your FACTS Family Portal.
2. On the left-hand navigation menu, click on Family, then select Family Home.
3. Locate your student's profile. Their unique Student ID number will be listed right next to or under their name. (If you have multiple children, you can use the drop-down menu at the top of the page to switch between their profiles).
4. Write down or copy this ID number.

Step 2:

Create Your RankOne Account & Link Your Student

1. Click our official portal link: [HCA RankOne Parent Portal](#)
2. Click Create New Account (or log in if you already have a RankOne account from a previous school).
3. Follow the prompts to enter your name, email, and password.
4. Once your account is created, click Find Student.
5. Enter your student's Last Name and the Student ID number you retrieved from FACTS.

Step 3:

Complete the Electronic Forms

1. Once your student is linked, you will see a list of mandatory athletic forms.
2. Click on each form, fill out the required health and emergency contact information, and sign electronically.
3. Continue completing the forms until the portal shows your student's status as fully complete or pending coordinator approval.