

## Instructions for FACTS Grant & Aid Application

### ► Steps to create a Grant & Aid Application with FACTS

- Go to the link on your school's webpage and click on Create a FACTS Account if you are new to FACTS. If you have a current FACTS account, please sign in with your user name and password. Follow the prompts and when completed select Apply for Financial Aid (bottom right)

OR

- If your school does not have a link, go to *online.factsmgt.com* and click on Register (left side of page)
- Select Search for my Institution – enter zip code, click on your school's name
- On right side of page under New Account click Create Username & Password
- Once completed you will be on your Home Page – select Apply for Financial Aid (bottom right)

### ► Navigating the Application

- Complete all items marked with a RED Asterisk \* - these are required items and you will not be able to proceed without supply this information
- Use the margin on the left to return to previous screens or the **Previous** button on the bottom of the page. Do not use the browser arrows.

**If needed you can Save & Exit and then return to complete the application**

### ► Submitting the application

- Review your application to make sure all information is correct
- Click Submit
- If you are faxing or mailing your documents click Print Cover Page
- Sign Out (top right corner)

### ► Sending the proper documents

- Application is not complete and scholarships/aid cannot be awarded until all documents are received by FACTS
- At bottom of cover page you will find fax number or mailing address

**Include cover page when faxing or mailing your documents (if mailing do not send original tax documents, send a copy and keep originals for your files)**