

I have already filled out an application, how do I add an additional school to my application?

1. Go to online.factsmgt.com/aid
2. Click **Sign In**.



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Welcome Grant & Aid Applicant



Have an account?

[Sign in](#)

New User

To begin applying for aid as a first time user to the new FACTS system

[Create an Account](#)

[Having difficulties? Check our FAQs.](#)

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3. Enter your username and password. Click **Submit**.

Sign In

All fields are required

Username or E-mail

Password

[Submit](#)

[Forgot Username / Password?](#)

If you have forgotten your log in information, click 'Forgot Username/Password' link and follow the prompts. You will be emailed a link promptly to reset your password.

4. Click **Continue**.

What term are you applying for aid?

2023-2024 (Application info on file)

You already have an application for this term.
To review or modify your application, please click Continue.

[Continue](#) | [Cancel](#)

5. On the lower right hand side of the Application Summary page, click **View Form**.

Institution Status

INSTITUTION	STATUS
School	Complete
Student #1	
Student #2	

[View Form](#)

6. The application will open on the Schools section, click **Add School/ Organization** and search for key words in the name of the program 'Sacred Hearts Academy or by zip code 96816. Check the box next to the program and click **Add**.

Add School / Organization

96816 Search

School Name	City	State	Zip Code	Apply
<input type="checkbox"/> Epiphany School	Honolulu	HI	96816	No
<input type="checkbox"/> Hoaloha Kai Montessori School	Honolulu	HI	96816	No
<input type="checkbox"/> Kaimuki Christian School	Honolulu	HI	96816	Yes
<input type="checkbox"/> Kaimuki Christian School (PKS/Kipona Scholarship)	Honolulu	HI	96816	Yes
<input type="checkbox"/> KCAA Wai-Kahala Preschool	Honolulu	HI	96816	Yes
<input type="checkbox"/> Keiki O Ka Aina Preschool Palolo	Honolulu	HI	96816	Yes
<input type="checkbox"/> Kula Kokua	Honolulu	HI	96816	No
<input checked="" type="checkbox"/> Sacred Hearts Academy	Honolulu	HI	96816	Yes

7. Click the Students section on the left, expand the student details, and then click the checkbox next to the program to apply to the program for this student. If you are applying to the program for more than one student, you will repeat this step for each student. You can also

Application Form

Schools

Students

Required fields are marked with *

Jane Doe
Sample School

[Add New Student](#)

Previous [Save & Continue](#) [Save & Exit](#)

Schools

Please select the school(s) and organization(s) where your student would like to apply in the 2020-2021 school year.

Sacred Hearts Academy

* Grade 5th for 2023-2024

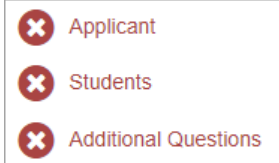
[Add New School](#)

2021-2022

add additional students in this section if needed.

For assistance adding the school to your application, contact FACTS at **844-649-2921**

8. You will be prompted to fill out the program's questions. Click **Save & Continue** after updating each student's information.



Red "x's" on the left hand side will indicate which sections have program questions that need to be completed.

Click **Save & Continue** after completing each section.

After all questions have been answered, click **Save & Exit**.



If you are unable to finish the application for any reason, contact FACTS at 844-649-2921.