

Grant & Aid

How do I create a user account?

- Go to <https://online.factsmgt.com/aid>
- Click “Create a username & password or Create an Account” on the sign in screen
- Click “Create a new FACTS Account” on the create account screen
- Enter demographic information for each section
- Determine a username & password and select security questions
- From the applicant home screen click on “Start Application” to begin the application.

What school do I select when applying?

Please select St. John Paul II Catholic Schools Network as the school when applying for grant & aid. If you choose a specific school it may tell you the specific school is not accepting Grand & Aid applications online.

How can I submit documentation?

- Upload a PDF (most secure method of submitting documentation)
- Fax to 866-315-9264
- Mail to FACTS Grand & Aid Assessment, PO Box 82524, Lincoln, NE 68501-2524

How can I upload documents?

At the upload documents screen you can click browse on your computer, attach the file and click upload. If it is a tax document, letter of recommendation or transcript click on the appropriate box.

The screenshot shows a web form titled "Upload Documents" with a close button (X) in the top right corner. The form is divided into three numbered steps:

- 1 Select your file to upload**: Includes a "Browse..." button and a light blue box with instructions: "Files must be less than 20 MB each" and "Supported file types: PDF".
- 2 Check the documents you are uploading (select all that apply)**:
 - Tax Documents**: Includes a checkbox for "Form 1040/1040A/1040EZ" and a "View All" link.
 - Supplemental Documents**: Includes checkboxes for "Letter of Recommendation - Katherine (St. John Paul II Catholic Schools Network)" and "Student's Transcript - Katherine (St. John Paul II Catholic Schools Network)".
- 3 Press the Upload button to save your documents with your application**: Includes an "Upload" button.

A "Close" button is located at the bottom center of the form.

Can I black out my Social Security Number before uploading my tax return?

Yes, but then you would need to include your Application ID on the tax forms so the tax return can be matched to the correct family.

What happens to the tax forms and W-2 information that is submitted to FACTS Grant & Aid Assessment?

All documents received from an applicant are imaged upon receipt and then destroyed for security purposes.

Other Security Information

FACTS is committed to doing all they can to ensure the privacy and security of the information provided. To honor that commitment, they have several policies and procedures in place.

- Do not share any nonpublic information with unauthorized 3rd parties
- To protect the information from access by unauthorized parties, FACTS maintains physical, procedural and electronic safeguards
- To help protect your privacy, the responsible party will create a username and password, along with identifying security questions and answers. When making inquiries regarding your account online or by phone the responsible party should have these pieces of information
- FACTS also undergoes an annual service organization examination that follows attestation standards developed by the American Institute of Certified Public Accountants (AICPA).