



# ISLAMIC FOUNDATION SCHOOL

SCHOLARSHIP • CHARACTER • SERVICE

## FACTS Grant and Aid Application Tutorial

1. Go to <https://online.factsmgt.com/signin/41L5X>. Please log into your account or select the **Create a username & password** tab if you do not have an account.



[Resource Library](#) | [Customer Service](#)

### Lincoln Academy of FACTS

Welcome!

If you have used FACTS before, simply Sign In to manage your account.

If you are new to FACTS, click on the "Create a username & password" button to create an online account.

**The text on this portion of your institution specific landing page can be customized.**

#### Sign In

Username

Password

[Sign in](#)

[Sign in using your e-mail](#)

[Forgot Username / Password?](#)

#### New Account

[New user? Create an online account.](#)

[Create a username & password](#)

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

2. After you have logged into your account, select the **Start Application** tab under “FACTS Grant & Aid”

### Step 2: Select Start Application

Once the applicant has signed in they will need to click on **Start Application** within the FACTS Grant & Aid tile to begin.

The screenshot shows the user interface for the FACTS Grant & Aid application. At the top, there is a navigation bar with links for Home, My Profile, and Financial Accounts. The user is signed in as Bob. Below the navigation bar, the page is divided into two main sections. On the left, there is a 'Payment Plan & Billing' section with a 'View Details' link and a 'Set up a Payment Plan' button. Below this is a profile section for 'Bob Gomez' with an email address 'bobgomez@sampleemail.com', a link to 'Register to receive text alerts on your mobile phone.', and a link to 'Add an Authorized Party'. On the right, there is a 'FACTS Grant & Aid' section with the text 'No application on file for this institution.' and a prominent green 'Start Application' button highlighted with a yellow border.

- Upload all the necessary documents and complete the required fields for the application. The application will not be considered complete until all supporting documents are uploaded. You will receive a confirmation email from FACTS once you submit the application. This will be a generic email from FACTS indicating that they have received the application. It will not indicate if you provided all the correct information or if there is any missing information such as any documents that need to be uploaded. For example, if you have completed all the required fields but incorrectly uploaded your 2017 W2 or 2017 tax return, you will not receive a message from FACTS indicating that the wrong W2 or Tax return was provided. Your application will not be processed, and you will have to follow up at your own discretion. Hence, it is imperative that you provide all the correct information and documents.

Home My Profile Financial Accounts Signed in as Bob

Home > Grant & Aid Application 2015-2016 School Year LIVE HELP

Lincoln Academy of FACTS

## Grant & Aid Application

[What to Expect](#) | [Form](#) | [Application Summary](#) | [FAQs](#) | [My Notices](#)

### Application Summary

Your Application ID  
**10S2250**  
**Incomplete**  
Please refer to this Application ID in all your correspondence.

Please submit supporting documents immediately.  
Incomplete application may result in your family not receiving financial aid or limit the amount given by the organization providing the award.

Institutions Application is Reported to	Form	Supporting Documents
Lincoln Academy of FACTS, Lincoln, NE	✔	❗
Lincoln Academy of FACTS Group, Lincoln, NE	✔	✔

### Form

⚠ Award decisions are not made by FACTS. Select View in the Awards column below for details.

Student Name	Date Submitted	School	Awards
Susie Gomez	10/14/2014	Lincoln Academy of FACTS, Lincoln, NE	<a href="#">View</a>
Johnny Gomez	10/14/2014	Lincoln Academy of FACTS, Lincoln, NE	<a href="#">View</a>
Billy Gomez	10/21/2014	Lincoln Academy of FACTS, Lincoln, NE	<a href="#">View</a>

[Print Form](#) [Modify Form](#)

### Supporting Income Documentation

❗ Please review the following to determine what supporting income documentation is required to complete your financial assessment. Click [here](#) to view samples of required tax forms.

Documents	W2's	Page 1 of Tax Return	Page 2 of Tax Return	Sched C	Sched E	Sched F	Form 4562	Form 1065	Form 1065(K1)	Form 11205	Form 11205(K1)	Form 8825	Form 1041
2013 1040 for SSN ending 0140	✔	✔	✔	✔	✔								
Tax Returns	❗ Your 2014 federal tax return is required.												
2014 W2's	✔												
<span style="margin-right: 20px;">✔ Received</span> <span>❗ Please submit documents immediately.</span>													

[Document History](#)
Upload Supporting Documents
[Go to Coversheet](#)

[View Larger Image](#)