

## Steps to complete S1 Enrollment Verification in FACTS:

- Sign into FACTS at <https://online.factsmgt.com>
- Hover over Grant and Aid and select 'Applications' in the drop-down
- In the 25-26 Term, select the S1 Enrollment Verification Report in the scroll box on the top lefthand side of your page

The screenshot shows the FACTS application interface. At the top, there is a navigation bar with links for Home, Grant & Aid, Payment Activity, Notices, Admin, and Reports. The user is signed in as Jamie. The main content area displays the 'Applications' section for the '2025-2026 School Year'. A dropdown menu is open, showing a list of reports, with 'S1 Enrollment Verification - ACE Scholarships/Cornerstone Education Scholarship' selected and highlighted by a red box. To the right of the dropdown, there are buttons for 'Edit', 'New', and 'Delete', and a checkbox for 'Hide Personally Identifiable Information'.

FACTS

ACE Participating School (1988)  
2025-2026 School Year

Home Grant & Aid Payment Activity Notices Admin Reports

Signed in as Jamie

Applications

Institution Summary | Term 2025-2026 School Year

Applicant Income  
Applicant Demographic  
Student Status  
Student Income  
Student Demographic  
Student Free & Reduced Lunch  
Shared Reports  
S1 Enrollment Verification - ACE Scholarships/Cornerstone Education Scholarship

Edit  
New  
Delete

☐ Hide Personally Identifiable Information  
This includes information such as name, address, email, and phone numbers.

S1 Enrollment Verification - ACE Scholarships/Cornerstone Education Scholarship

Fullscreen

- Next, in the Current Awards column click the filter icon

### S1 Enrollment Verification - ACE Scholarships/Cornerstone Education Scholarship

Fullscreen

Shared Report - all information displayed is for ACE Scholarships/Cornerstone Education Scholarship								
Open Column								
<input type="checkbox"/>	Student ID** ↑↓	Institution Name ↑↓	Institution City ↑↓	Current Awards ↑↓	Student Name ↑↓	Grade ↑↓	Student Enrolled Semester 1 - ACE Scholarships/Cornerstone Education Scholarship ↑↓	IEP/Exceptional Education ↑↓
							Choose	C..
<input type="checkbox"/>	10001077643	ACE Participating School	Aurora	Test Fund (7000.00)	Jones, Stevie	01	Enrolled for this semester	No

- Select the radio bubble for 'Is not empty'. This will update your report to only show ACE awarded students for the 25-26 school year

#### S1 Enrollment Verification - ACE Scholarships/Cornerstone Education Scholarship

[Fullscreen](#)

**Shared Report** - all information displayed is for ACE Scholarships/Cornerstone Education Scholarship

Open Column Clear Sort/Filter

<input type="checkbox"/>	Student ID** ↑↓	Institution Name ↑↓	Institution City ↑↓	Current Awards ↑↓	Student Name ↑↓	Grade ↑↓	Student Enrolled Semester 1 - ACE Scholarships/Corn Education Scholar ↑↓	IEP/Excep Scholarsh Education ↑↓
<input type="checkbox"/>	10001077643	ACE Participating School	Aurora	Test Fund (7000.00)		01	Enrolled for this semester	No
<input type="checkbox"/>	10001005522	ACE Participating School	Aurora	Test Fund (7000.00)		08	Not Enrolled for this semester	No
<input type="checkbox"/>	10001077644	ACE Participating School	Aurora	Test Fund (7000.00)		07	Not Enrolled for this semester	No

Filter dropdown menu:

- ☐ Contains
- ☐ Starts With
- ☐ Ends With
- ☐ Is Empty
- ☒ Is Not Empty

If your list of students to update is approximately 10 or less, please follow the steps below:

- In the upper left-hand corner of the report, select 'Open Column'. In the drop-down, check off the boxes next to 'Student Enrolled Semester 1', 'IEP/Exceptionality, and IEP/Exceptionality Type'.

**S1 Enrollment Verification - ACE Scholarships/Cornerstone Education Scholarship** [Fullscreen](#)

**Shared Report** - all information displayed is for ACE Scholarships/Cornerstone Education Scholarship

3 open Stop Editing Clear Sort/Filter

Open Column dropdown menu:

- ☒ Student Enrolled Semester 1 - ACE Scholarships/Cornerstone Education Scholarship
- ☒ IEP/Exceptionality - ACE Scholarships/Cornerstone Education Scholarship
- ☒ IEP/Exceptionality Types - ACE Scholarships/Cornerstone Education Scholarship

Student ID** ↑↓	Institution Name ↑↓	Institution City ↑↓	Current Awards ↑↓	Student Name ↑↓	Grade ↑↓	Student Enrolled Semester 1 - ACE Scholarships/Corn Education Scholar ↑↓	IEP/Excep Scholarsh Education ↑↓	IEP/Excep Scholarsh Education ↑↓
10001077643	ACE Participating School	Aurora	Test Fund (7000.00)	Jones, Stevie	01	En...	<input type="checkbox"/>	
10001005522	ACE Participating School	Aurora	Test Fund (7000.00)	Nicholas, Jem	08	N...	<input type="checkbox"/>	
10001077644	ACE Participating School	Aurora	Test Fund (7000.00)	Rodgers, Sam	07	N...	<input type="checkbox"/>	

- Next, go through each student row and under the 'Student Enrolled Semester 1' column, use the drop-down box to indicate 'Enrolled for this semester' or 'Not enrolled for this semester'. This step MUST be completed for each awarded student for your report to be considered complete. If the student does not have an IEP/Exceptionality, please leave this checkbox blank on the report. If there is an IEP or Exceptionality, please check the box and then using the next column titled IEP/Exceptionality type use the drop-down list to indicate the type of IEP or Exceptionality.

Student ID**	Institution Name	Institution City	Current Awards	Student Name	Grade	Student Enrolled Semester 1 - ACE Scholarships/ Cornerstone Education Scholarship	IEP/ Exceptionality - ACE Scholarships/ Cornerstone Education Scholarship	IEP/Exceptionality Types - ACE Scholarships/ Cornerstone Education Scholarship
10001006401	ACE Participating School	Aurora	Test Fund (2400.00)	Kinyon, Lee	04	(Blank)	<input type="checkbox"/>	(Blank)
10001005522	ACE Participating School	Aurora	Test Fund (2000.00)	Nicholas, Jem	12	(Blank)	<input type="checkbox"/>	
10001006813	ACE Participating School	Aurora	Test Fund (2000.00)	Smith, Joey	09	(Blank)	<input type="checkbox"/>	
10001006510	ACE Participating School	Aurora	Test Fund (3400.00)	Student, New	02	(Blank)	<input type="checkbox"/>	

- Once all students have been updated, please click the green Save button in the upper left-handed corner of the report. Seeing the below message with number of students updated will be your indication that the report has been saved in real time and shared with ACE. Please note, you will not receive an additional confirmation email once the report has been saved.

### S1 Enrollment Verification (Shared)

2 students updated
Save
Cancel

**If your list of students to update is approximately 10 or more, please follow the steps below:**

**Please be aware that when using the bulk edit option, information will be updated for all students selected**

- On the left-hand side of the report next to the student ID, first check off the box next to all students who have an amount in the 'Current Award' column AND are currently enrolled

- Next, at the top of the report select the Bulk Edit button

S1 Enrollment Verification - ACE Scholarships/Cornerstone Education Scholarship

Fullscreen

Shared Report - all information displayed is for ACE Scholarships/Cornerstone Education Scholarship

1 student selected **Bulk Edit** [Email] [Download] [Print]

<input type="checkbox"/>	Student ID** ↑↓	Institution Name ↑↓	Institution City ↑↓	Current Awards ↑↓	Student Name ↑↓	Grade ↑↓	Student Enrolled Semester 1 - ACE Scholarships/Cornerstone Education Scholar ↑↓	IEP/Exceptionality Types - ACE Scholarships/Cornerstone Education Scholar ↑↓
							Choose	C...

- After clicking Bulk Edit, you will see a side panel appear on the right-hand side of your page. Select the first check box next to 'Student Enrolled Semester 1' and use the drop down box to then select 'Enrolled for this semester'. Click the blue 'Save' button to finish.

Home Grant & Aid Payment Activity Notices Admin Reports Signed in as Jamie

Applications Institution Summary Term 2025-2026 School Year

Applicant Income  
Applicant Demographic  
Student Status  
Student Income  
Student Demographic  
Student Free & Reduced Lunch  
Shared Reports  
Q1 Enrollment Verification - ACE Scholarships/Cornerstone Education Scholarship  
S1 Enrollment Verification - ACE Scholarships/Cornerstone Education Scholarship

Edit New Delete

☐ Hide Personally Identifiable Information  
This includes information such as name, address, email, and phone numbers.

S1 Enrollment Verification - ACE Scholarships/Cornerstone Education Scholarship

Fullscreen

Shared Report - all information displayed is for ACE Scholarships/Cornerstone Education Scholarship

1 student selected

<input type="checkbox"/>	Student ID** ↑↓	Institution Name ↑↓	Institution City ↑↓	Current Awards ↑↓	Student Name ↑↓	Grade ↑↓	Student Enrolled Semester 1 - ACE Scholarships/Cornerstone Education Scholar ↑↓	IEP/Exceptionality Types - ACE Scholarships/Cornerstone Education Scholar ↑↓
<input checked="" type="checkbox"/>	10001077643	ACE Participating School	Aurora	Test Fund (7000.00)	Jones, Stevie	01	Enrolled for this semester	No
<input type="checkbox"/>	10001005522	ACE Participating School	Aurora	Test Fund (7000.00)	Nicholas, Jem	08	Not Enrolled for this semester	No
<input type="checkbox"/>	10001077644	ACE Participating School	Aurora	Test Fund (7000.00)	Rodgers, Sam	07	Not Enrolled for this semester	No
<input type="checkbox"/>	10001077642	ACE Participating School	Aurora		Test, James	03		No

☒ Student Enrolled Semester 1 - ACE Scholarships/Cornerstone Education Scholarship  
 Select...  
☐ IEP/Exceptionality - ACE Scholarships/Cornerstone Education Scholarship  
☐ IEP/Exceptionality Types - ACE Scholarships/Cornerstone Education Scholarship

**Save**

- Next, complete the same steps for your students (if any) who are not enrolled by checking the box next to their student ID and clicking Bulk Edit. In the side panel, check the box next to both 'Student Enrolled Semester 1'. Using the same method,

use the first drop down to enter 'Not enrolled for this semester'. Then, click the blue Save button at the bottom of the page.

Home Grant & Aid Payment Activity Notices Admin Reports Signed in as Jamie

Applications Institution Summary | Term 2025-2026 School Year

Applications

Applicant Income  
Applicant Demographic  
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Shared Reports  
Q1 Enrollment Verification - ACE Scholarships/Cornerstone Ed  
S1 Enrollment Verification - ACE Scholarships/Cornerstone Ed

Edit New Delete

☐ Hide Personally Identifiable Information  
This includes information such as name, address, email, and phone numbers.

S1 Enrollment Verification - ACE Scholarships/Cornerstone Education Scholarship

Shared Report - all information displayed is for ACE Scholarships/Cornerstone Education Scholarship

2 students selected

Student ID**	Institution Name	Institution City	Current Awards	Student Name	Grade	Student Enrolled Semester 1 - ACE Scholarships/Cornerstone Education Scholarship	IEP/Exceptionality	
<input checked="" type="checkbox"/>	10001077643	ACE Participating School	Aurora	Test Fund (7000.00)	Jones, Stevie	01	Enrolled for this semester	No
<input checked="" type="checkbox"/>	10001005522	ACE Participating School	Aurora	Test Fund (7000.00)	Nicholas, Jem	08	Not Enrolled for this semester	No
<input type="checkbox"/>	10001077644	ACE Participating School	Aurora	Test Fund (7000.00)	Rodgers, Sam	07	Not Enrolled for this semester	No
<input type="checkbox"/>	10001077642	ACE Participating School	Aurora	Test Fund (7000.00)	Test, James	03	Not Enrolled for this semester	No

Save

**If any students on your report with a Current Award also has an IEP/Exceptionality:**

- In the upper-left hand corner, click the Open Column button and in the drop down click the check box next to 'IEP/Exceptionality' and 'IEP/Exceptionality Type'.
- Next, in the corresponding row of the student with IEP/Exceptionality, use the drop down in the 'IEP/Exceptionality' field to select the students IEP or Exceptionality and in the next row titled
- 'IEP/Exceptionality Type' use the drop down option list to enter their type.

1 student updated Save Cancel

Student ID**	Institution Name	Institution City	Current Awards	Student Name	Grade	Student Enrolled Semester 1 - ACE	IEP/Exceptionality	IEP/Exceptionality Types - ACE
10001006803	ACE Participating School	Aurora		Ea, Ke	05			
10001006401	ACE Participating School	Aurora	Test Fund (2400.00)	Kinyon, Lee	04		<input checked="" type="checkbox"/>	(Bla...)
10001005522	ACE Participating School	Aurora	Test Fund (2000.00)	Nicholas, Jem	12		<input type="checkbox"/>	(Bla...)
10001006813	ACE Participating School	Aurora	Test Fund (2000.00)	Smith, Joey	09		<input type="checkbox"/>	(Bla...)

### **List of Report Definitions:**

- **Student Name:** This is pre-filled column and will be the name of the student as indicated on the application by the applicant.
- **Student Grade:** This is pre-filled column and will be the grade of the student as indicated on the application by the applicant.
- **Current Awards:** This is a pre-filled column that will indicate the award amount per student. Please note, if the field is blank the student in that row did not receive an award.
- **Student Enrolled Semester 1:** This field is to be completed by the school for each student with an amount in the Current Award column. Please note, the report is NOT considered complete until all awarded students have been marked as 'Enrolled for this semester' or 'Not enrolled for this semester'.
- **IEP/Exceptionality:** This checkbox is to be selected by the school ONLY IF the student has been identified as a student with an IEP or Exceptionality. Those who do not have an IEP or Exceptionality should be left unchecked.
- **IEP/Exceptionality Type:** This drop-down list will provide the school with various options to best fit the students IEP/Exceptionality type that has been identified. If the student does not an IEP or Exceptionality this field should be left blank.

Please reach out to Carter Fangmeyer at [Carter.Fangmeyer@nelnet.net](mailto:Carter.Fangmeyer@nelnet.net) with any questions.