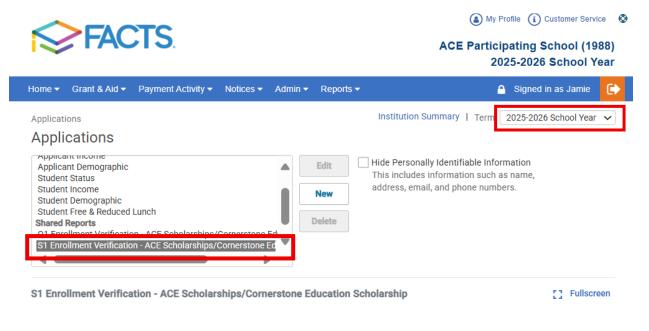
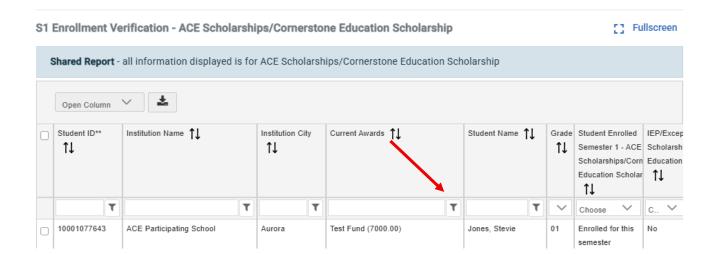
### Steps to complete S1 Enrollment Verification in FACTS:

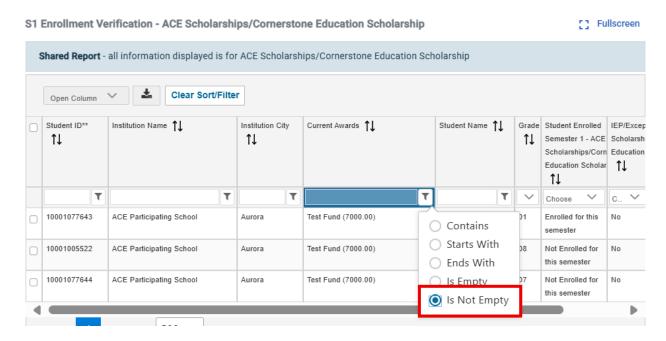
- Sign into FACTS at https://online.factsmgt.com
- Hover over Grant and Aid and select 'Applications' in the drop-down
- In the 25-26 Term, select the S1 Enrollment Verification Report in the scroll box on the top lefthand side of your page



Next, in the Current Awards column click the filter icon

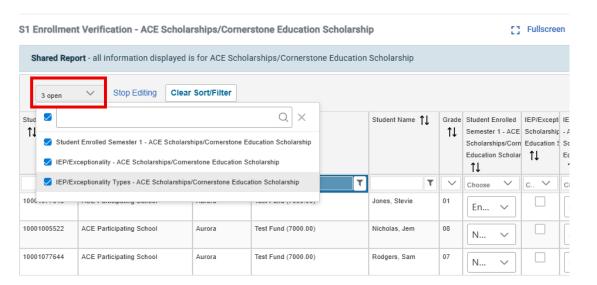


Select the radio bubble for 'Is not empty'. This will update your report to only show
 ACE awarded students for the 25-26 school year

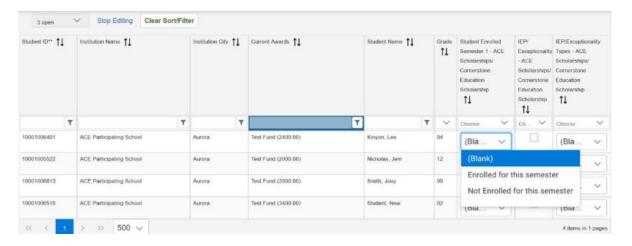


## If your list of students to update is approximately 10 or less, please follow the steps below:

• 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'.



• 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.



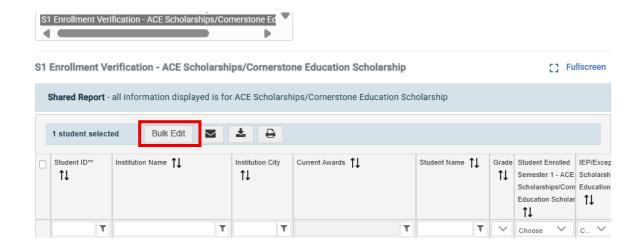
Once all students have been updated, please click the green Save button in the
upper left-handed corner of the report. Seeing the below message with number of
students updated will be your indication that the report has been saved in real time
and shared with ACE. Please note, you will not receive an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



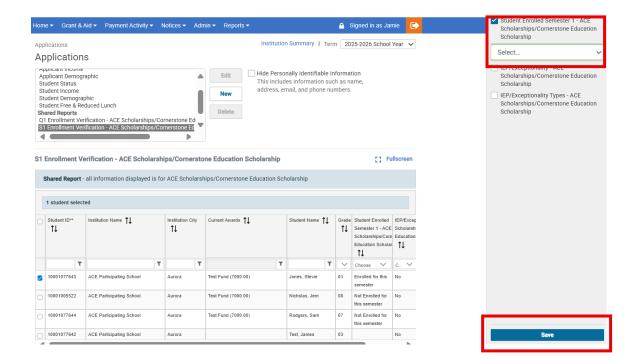
# If your list of students to update is approximately 10 or more, please follow the steps below:

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

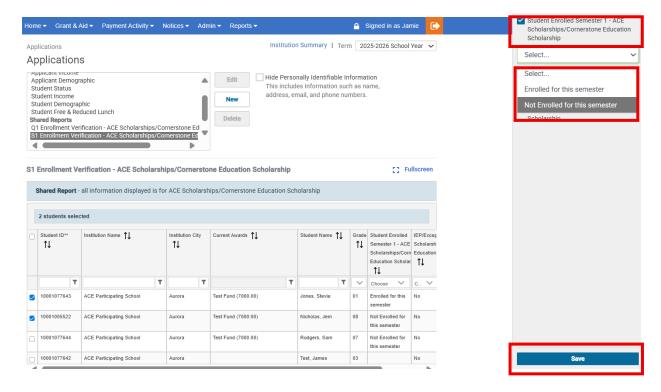
 On the left-hand side of the report next to the student ID, first check off the box next to all students who have an amount in the 'Current Award' column AND are currently enrolled Next, at the top of the report select the Bulk Edit button



 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.

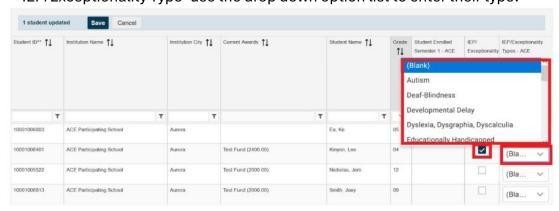


 Next, complete the same steps for your students (if any) who are not enrolled by checking the box next to their student ID and clicking Bulk Edit. In the side panel, check the box next to both 'Student Enrolled Semester 1'. Using the same method, use the first drop down to enter 'Not enrolled for this semester'. Then, click the blue Save button at the bottom of the page.



### 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.



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

- <u>Student Name:</u> This is pre-filled column and will be the name of the student as indicated on the application by the applicant.
- <u>Student Grade:</u> This is pre-filled column and will be the grade of the student as indicated on the application by the applicant.
- <u>Current Awards:</u> 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'.
- <u>IEP/Exceptionality:</u> 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 <a href="mailto:Carter-Fangmeyer@nelnet.net">Carter-Fangmeyer@nelnet.net</a> with any questions.