

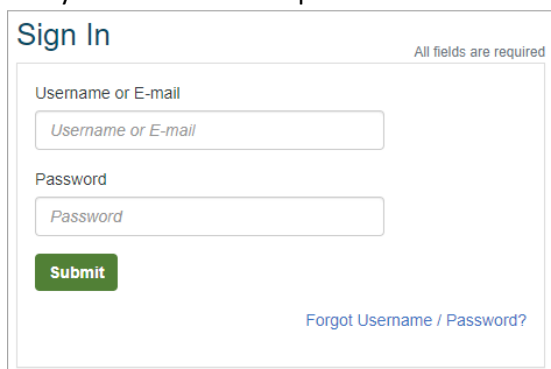
## I have already filled out and submitted an application for my school, how do I add the Augustine Educational Foundation to my current application?

1. Go to the program website and click on the link or copy and paste this link:  
<https://online.factsmgt.com/grant-aid/inst/4P2L7/landing-page>

2. Click **Sign In**.



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



*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**.



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 'Augustine Educational Foundation' or by zip code of 96744. Check the box next to the program and click **Add**.

**Add School / Organization** ✕


Augustine Educational Foundation

NAME	CITY	STATE	ZIP	FACTS GRANT & AID
<input type="checkbox"/> Augustine Educational Foundation	Kaneohe	HI	96744	




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 add additional students in this section if needed.

### Application Form

- Schools
- Applicant
- Co-Applicant
- Students** 
- Additional Questions
- Taxable Income

#### Students

Required fields are marked with \*

 Jane Doe

Sample School

[+ Add New Student](#)

[Previous](#)

#### Schools

Please select the school(s) and organization(s) where your student would like to apply in the 2022-2023 school year.

**Augustine Educational Foundation**

\* Grade  for 2022-2023

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

- Applicant
- Students
- Additional Questions

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**.

[Previous](#)

## I have started an application for my school but have not completed/ submitted it. How do I add the Augustine Educational Foundation to my application?

1. 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 add additional students in this section if needed.

**Application Form**

- ✓ Schools
- ✓ Applicant
- ✓ Co-Applicant
- ✓ **Students** ←
- ✓ Additional Questions
- ✓ Taxable Income

**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 2022-2023 school year.

✓ Augustine Educational Foundation

\* Grade Select... for 2022-2023

2. You will be prompted to fill out the program and the school's questions.

- ✗ Applicant
- ✗ Students
- ✗ Additional Questions

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

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

Previous **Save & Continue** Save & Exit

3. After all questions have been answered, you can review your responses, and then click **Submit Application**.

Previous **Submit Application** Exit

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