



Assigning in FACTS: Peter Lynch Scholars

Instructions for Assigning Peter Lynch Scholars

1. Log onto online.factsmgt.com and select the correct school year: **2025-2026**
2. Click **Applications** on the Grant & Aid Dashboard
3. Click on the **Student Status Report** and scroll to the applications
4. Type in the student's name (last name, first name) in the **Student Name** column
5. Click on **Student ID** to enter the student application

1. Select Correct School Year.

Term 2025-2026 School Year ▼

2. Applications

Applications

Applications

Standard Reports

Applicant Status
Applicant Financial Need
Applicant Demographic
Student Status
Student Financial Need
Student Demographic
Student Free & Reduced Lunch
Custom Applicant Reports

Edit

Share

New

Delete

☐

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

4. Student Name

Student Status

Fullscreen

Open Column ▼

Clear Sort/Filter

	Student ID ↑↓	Student Name ↑↓	Grade Label ↑↓	Applicant Name ↑↓	Has Comments ↑↓	App Status ↑↓	Inc Data ↑↓	Fee Payment ↑↓	Business Review ↑↓	Tax Return Year ↑↓	W-2 Year ↑↓	Submit Date ↑↓	Last Receipt Date ↑↓
<input type="checkbox"/>		abiy	Cho...			C...							
<input type="checkbox"/>													

5. Student ID

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6. Click on the **Application Summary**
7. Click **Edit** next to student's name
8. Click **Tracking** on the right-hand side of the screen
9. Select "**Peter Lynch Scholar**" from the drop down
10. Click **Save**

The screenshot shows the 'Application Review' page. At the top, a navigation bar includes 'Home', 'Profile', 'Grant & Aid', and 'Notices'. The user is signed in as 'Megan'. The page title is 'Application Review' with a breadcrumb 'Applications > Application Review'. On the right, there are links for 'Print' and 'Term' (set to '2025-2026 School Year').

Below the title, there are three tabs: 'Application Summary' (selected), 'Application Detail', and 'Financial Summary'. An annotation '6. Application Summary' points to the 'Application Summary' tab.

The main content area shows 'Application ID' and a large green banner that says 'COMPLETE'. Below this, there are two status indicators: 'Application' and 'Documents', both with green checkmarks. A student's name is displayed with a blue redaction box, followed by an 'Edit' button. An annotation '7. Edit (Student)' points to this 'Edit' button.

Below the student name, there is another blue redaction box, followed by another 'Edit' button. An annotation '9. Peter Lynch Scholar' points to the dropdown menu below this 'Edit' button.

Below the second 'Edit' button, there are several fields: 'Preference:', 'Grade:', 'Tuition:', 'Tuition Responsibility: 100%', 'Awards: \$0', 'Other schools: None', 'PL Scholar: -', 'Horizons: -', and 'Wrong Preference School: -'. An annotation '10. Save' points to the 'Save' button at the bottom right.

On the right side of the page, there is a 'Student' sidebar. It has a dropdown menu for the student's name, followed by three tabs: 'Info', 'Tracking' (selected), and 'Awards'. An annotation '8. Tracking' points to the 'Tracking' tab. Below the tabs, the text 'Peter Lynch Scholar' is displayed. Below this, there is a dropdown menu with 'PL Scholar' selected. Below the dropdown, there are three checkboxes: 'Horizons', 'Wrong Preference School', and 'HRI/NIS'. Below these, there is a section titled 'Newly Enrolled or Returning Student' with a dropdown menu set to 'Select...'. Below this, there are two more checkboxes: 'GO Scholar' and 'Additional Scholarship Support'. At the bottom of the sidebar is a green 'Save' button.