# THE CATHOLIC SCHOOLS FOUNDATION

## We Change Lives.

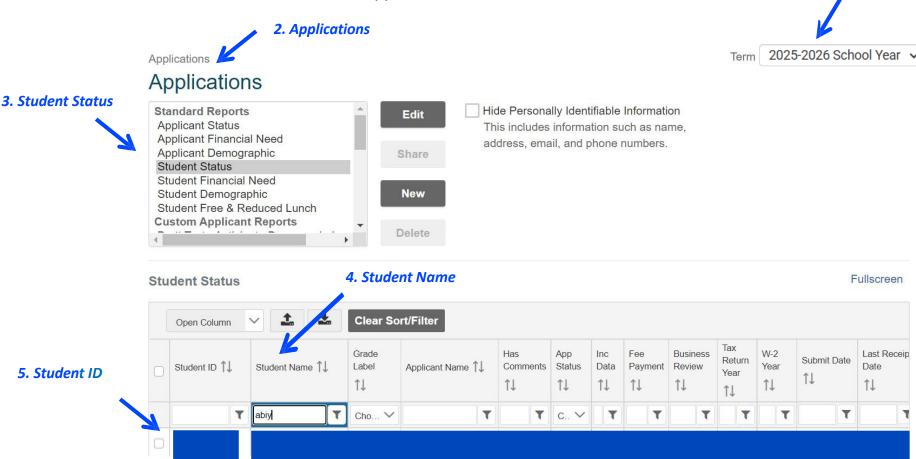# Assigning in FACTS:
# Peter Lynch Scholars

# 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.*

*2. Applications*

Applications

## Applications

Term [ 2025-2026 School Year ∨ ]

*3. Student Status*

| 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.

## Student Status

Fullscreen

*4. Student Name*

[ Open Column ∨ ] ⬆ ⬇ **Clear Sort/Filter**

*5. Student ID*

| ☐ | 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 Receip Date ↑↓ |
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| | [    ] ▼ | [abiy] ▼ | [Cho... ∨] | [    ] ▼ | [  ] ▼ | [C.. ∨] ▼ | [  ] ▼ | [  ] ▼ | [  ] ▼ | [  ] ▼ | [  ] ▼ | [    ] ▼ | [    ] ▼ |
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# Instructions for Assigning Peter Lynch Scholars

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**