



## Winter 2020 Verification Instructions

Your school's winter 2020 Student Verification will be completed online via a shared FACTS report.

1. Log onto [online.factsmgt.com](http://online.factsmgt.com) and select the 2019-2020 school year.
2. Click "View Applications" on the Grant & Aid Dashboard
3. Under Reports → Shared Reports → Select "Winter 2020 Verification – Catholic Schools Foundation"
4. Click "Open Column" on the left side of the window (under the title)
  - Click ALL FOUR: "Enrolled," "Primary Reason for Withdrawal," "Secondary Reason for Withdrawal," and "Transfer School Type"
  - Click "Stop Editing" to close the open columns.
5. For ENROLLED CSF Scholarship Recipients:
  - Select the box in the "Enrolled" column in the report
  - Scholarship recipients should have total funding listed in the 4<sup>th</sup> column - "Total Reserved & Finalized Awards (My Institution)"
  - Use your school's fall verification form to confirm which students are CSF recipients
6. FOR WITHDRAWN CSF Scholarship Recipients
  - Leave the box in the "Enrolled" column unselected/blank
  - Complete the primary and secondary reason for withdrawal.
  - Select the type of school the withdrawn student now attends.
7. Click "Save" to complete your report.
8. Export the file for your own records.
9. Due Date: March 12, 2020
  - You may update your report anytime through March 12, 2020.

### IMPORTANT NOTES:

- Provide information for CSF Scholarship recipients only.
- You do NOT need to complete an additional online withdrawal form for the student if the information provided in this report is complete. If the information is incomplete or unclear, a withdrawal form will be requested CSF.

*Instructions with photos →*