
I have already submitted an application and now need to add ACE Scholarships

ACE Scholarship: <https://www.acescholarships.org/become-a-scholar>

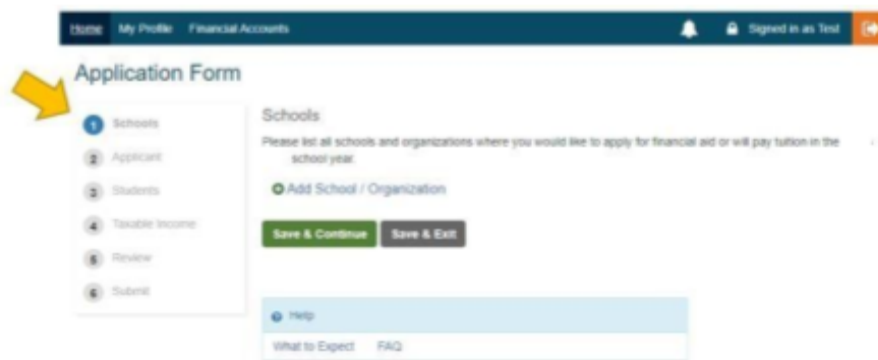
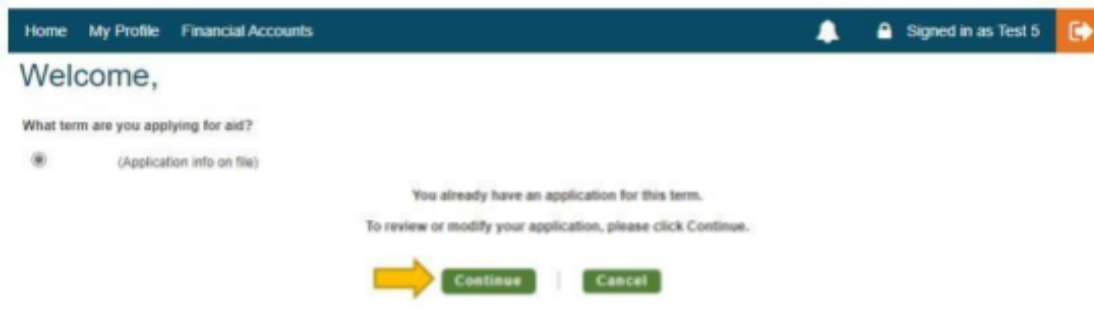
*Please make sure you carefully review information provided on the website and on the landing page before submitting an application. Important information about what will be needed to complete the application and eligibility will be provided.

Step 1: Sign into your established FACTS account

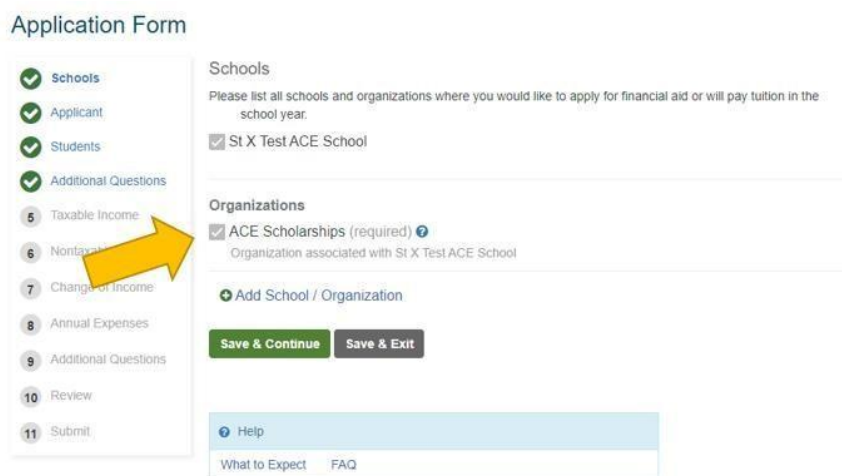


You can get to the Sign In option by accessing the link on the ACE Scholarships page or by going to <https://online.factsmtg.com/SignIn.aspx>. All notices you may have gotten from FACTS also have a link to get to the site.

Step 2: After logging in the site should let you know you already have an application on file. Click the “Continue” button to access the application. This action will land you on the “Schools” section.

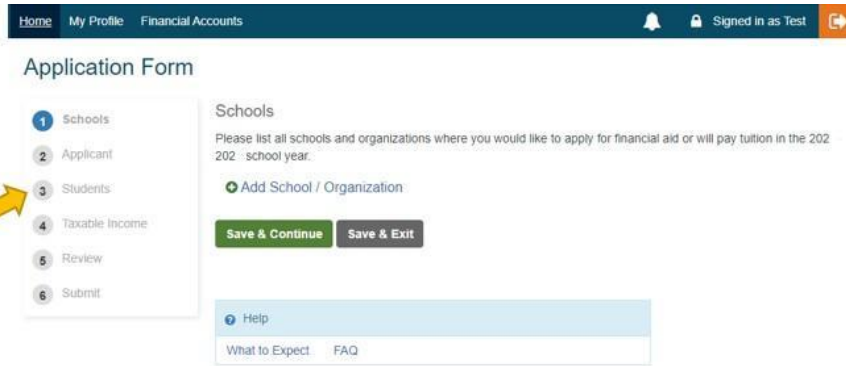


Step 3: In this section you will add the school each child is/will be registered at or attending for the 2023-2024 school year if you have not already done so. Once a school associated with an ACE Scholarships program is added you will also see an ACE Scholarships program listed under Organizations. If the box next to the Ace Scholarships program is not checked, you will want to check it, so the program is included in your selections.

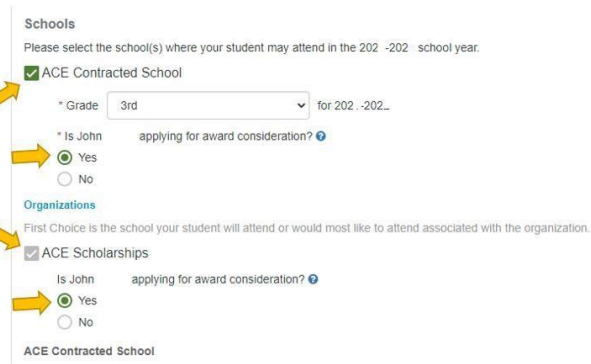


Step 4: Using the left-hand side panel you will now want to navigate to the “Students” section.

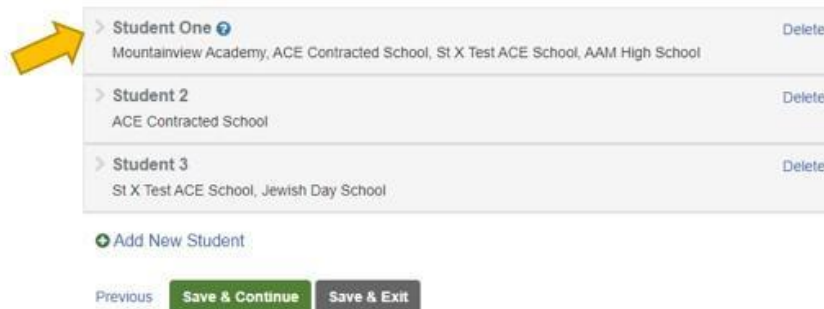
For assistance filling out your application, contact us at 856-746-6521



In the “Schools” area of each students profiles you will want to make sure you have selected all applicable options for each of your students. If you have listed multiple schools for multiple children, you will see all of them listed under each child. Only select the ones applicable to that specific child in each profile. You can do this by checking the box next to the school’s name and making sure they are applying for award consideration if applicable. For students eligible for ACE Scholarships consideration, you will want to confirm the box next to the program name is selected and award consideration is set to yes (if applicable).



**The arrow next to the student’s name opens and closes the student’s information to save space.*



***Please only select school(s) you have registered at/applied for as awards are made at the student-level, not at the school-level. If awarded and you wish to transfer your child from the preferred school listed on the application, you must reach out to the ACE team to initiate the transfer prior to school starting or risk your child’s award being removed. Completing an application and receiving an award does not guarantee placement at the school.*

Step 5: Once you have attached all the appropriate schools and/or organizations to all applicable students you will select “Save & Continue” at the bottom of the screen.

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Previous

Save & Continue

Save & Exit



Application Form

- ✓ Schools
- ✗ Applicant
- ✗ Students
- ✗ Additional Questions
- ✓ Taxable Income
- ✓ Nontaxable Income
- ✓ Change of Income
- ✓ Monthly Expenses
- ✓ Annual Expenses
- ✓ Assets & Liabilities
- ✓ Additional Questions
- ✓ Review
- ✓ Submit


Once the data has saved the application will be updated to display all questions related to those schools and/or organizations. If new information is required for submission, you will see those sections of the application now have a red “X” point next to them in the left-hand panel.

You can navigate back to those sections by clicking on the section name in the left-side panel. Required questions will show up in red as you navigate the pages.

Once you have answered all required question for all sections and they all display as green check marks you can just “Save & Exit” to finish.

Step 6: After you have updated your application you will be sent to your application summary page. There is a section on this page called “Institution Status”. This will list out each school and/or organization you have applied to, and which student(s) applied. Make sure to verify all student appear where they should. If they do not click the “View Form” button to go back into your application and update it.

Institution Status	
INSTITUTION	STATUS
ACE Contracted School	
Student 4	Incomplete
Student 5	
ACE Scholarships	
Ace Student	Complete
Student 4	
Student 5	

 [View Form](#)

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If you are unable to finish the application for any reason, please reach out at for assistance at 856-746-6521.

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