

I have already started an application and need to add ACE Scholarships

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

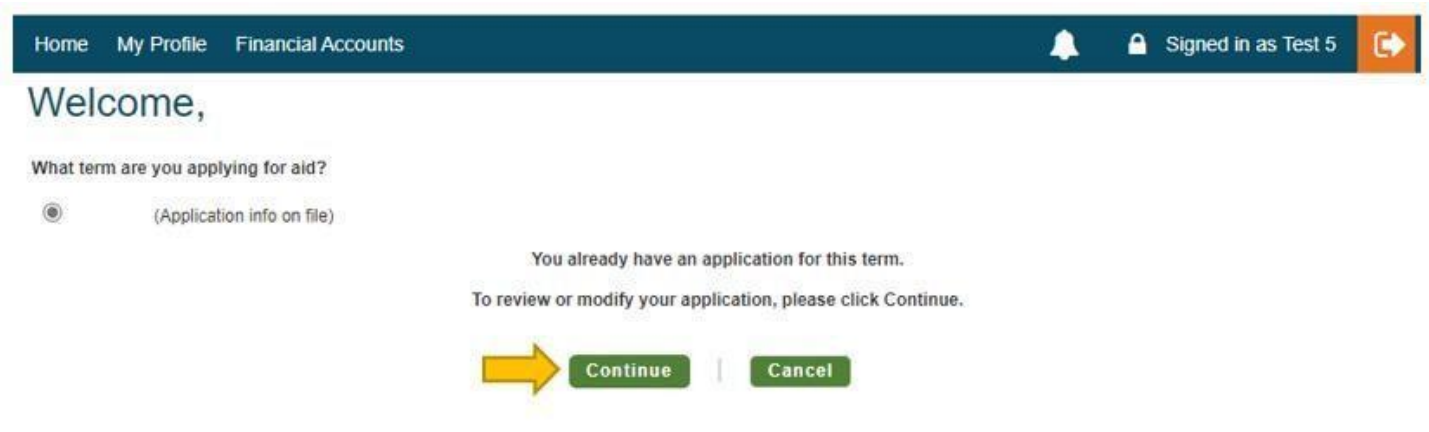
*Please make sure you carefully review information provided on the website and on the landing page once you click the link to go to the application. Important information about what will be needed to complete the application and eligibility will be provided.

Step 1: Sign into your established FACTS account



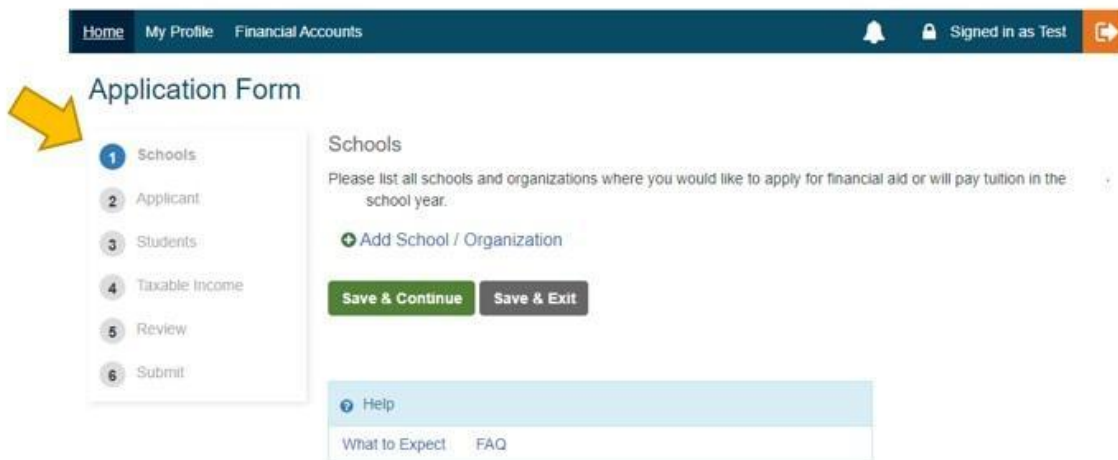
You can get to the Sign In option by accessing the link on the ACE Scholarships page or by going to <https://online.factsmgmt.com/SignIn.aspx>. All notices you may have gotten from FACTS also have a link to get to the site.

Step 2: After logging in, the site should let you know that you already have an application started. Click the “Continue” button to access the application. It will land you on the section you left off on last time you were in it.

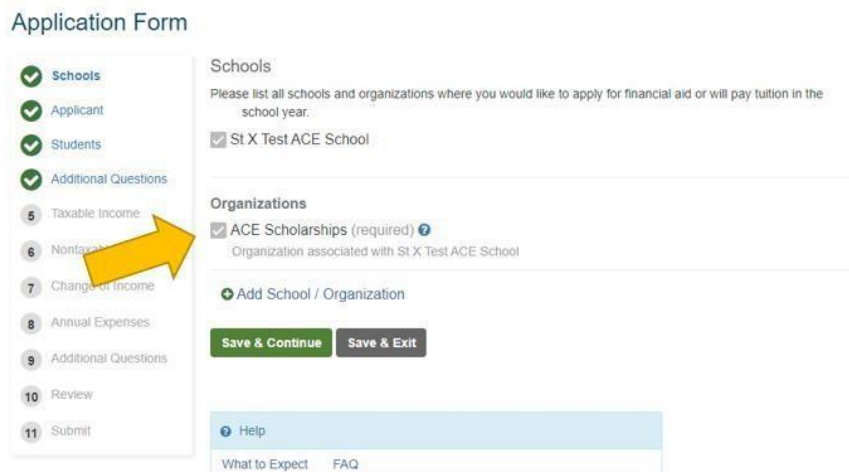


No matter what section you land on once you get into the application, you will want to go back to the first section labeled “Schools”.

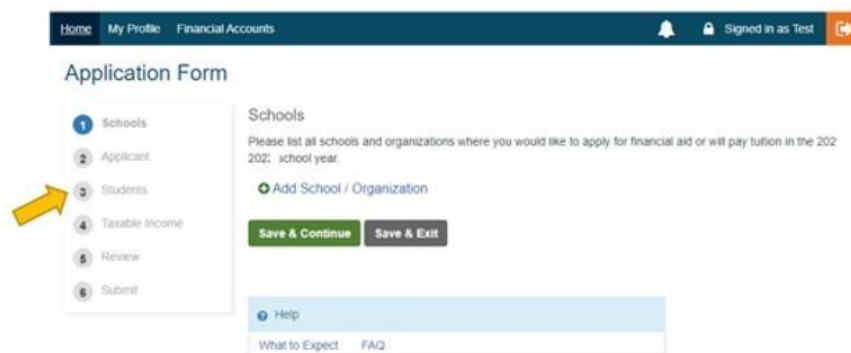
For assistance filling out your application, contact us at 856-746-6521



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. If you have not yet reached that section, you will want to fill out the application until you are there.



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In the student section, you will add all students for whom you would like to submit applications. Then 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).

Schools
Please select the school(s) where your student may attend in the 202 -202 school year.

ACE Contracted School

* Grade for 202 -202

* Is John applying for award consideration? [?](#)

Yes
 No

Organizations
First Choice is the school your student will attend or would most like to attend associated with the organization.

ACE Scholarships

Is John applying for award consideration? [?](#)

Yes
 No

ACE Contracted School

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

> Student One ?	Mountainview Academy, ACE Contracted School, St X Test ACE School, AAM High School	Delete
> Student 2	ACE Contracted School	Delete
> Student 3	St X Test ACE School, Jewish Day School	Delete

[+ Add New Student](#)

[Previous](#) [Save & Continue](#) [Save & Exit](#)

***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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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 you are able to submit your application for consideration.

Step 6: After you have submitted 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	Incomplete
Student 4	
Student 5	
ACE Scholarships	Complete
Ace Student	
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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