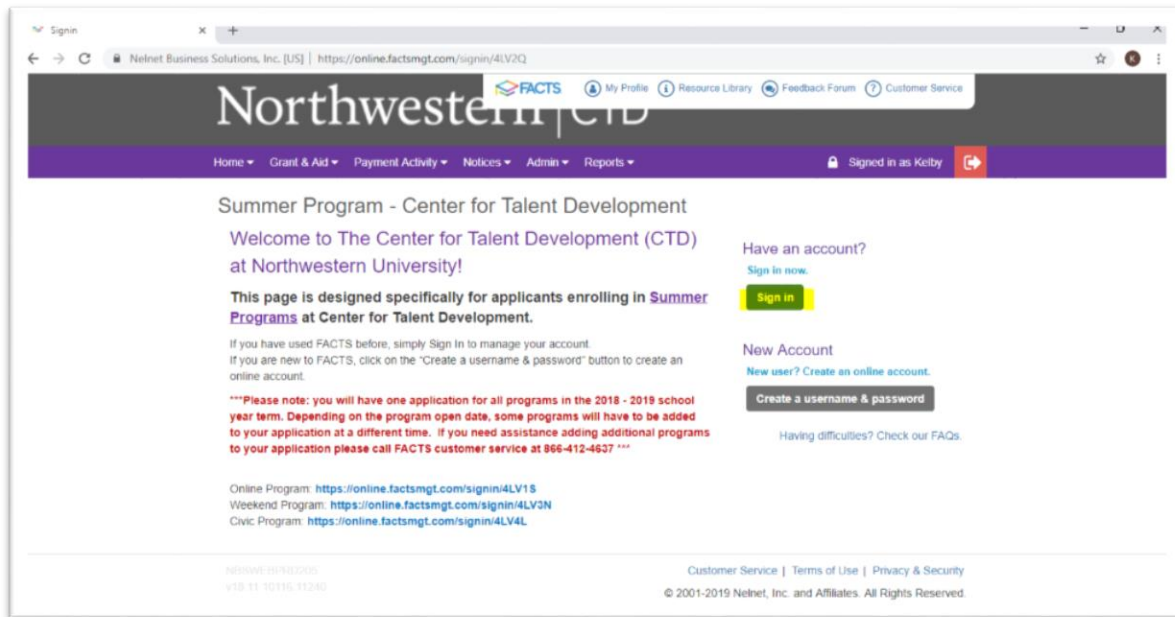


## STEP 1:

Go to specific link you wish to apply

**Sign in** – if you have an existing profile/ application on FACTS

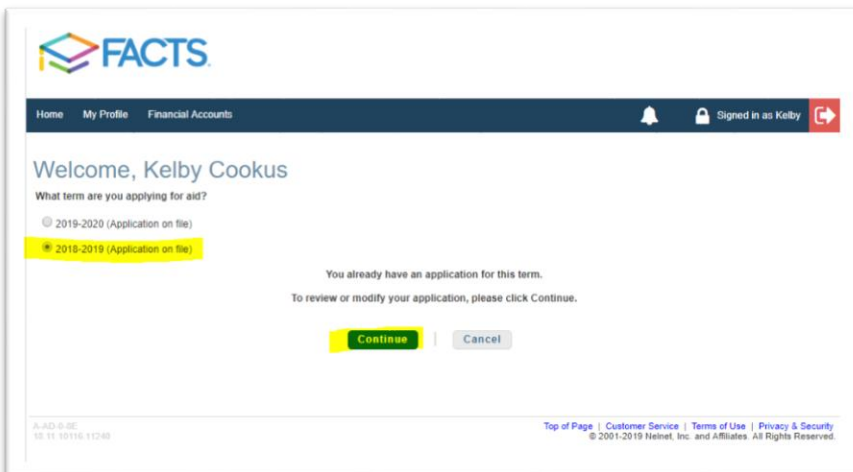
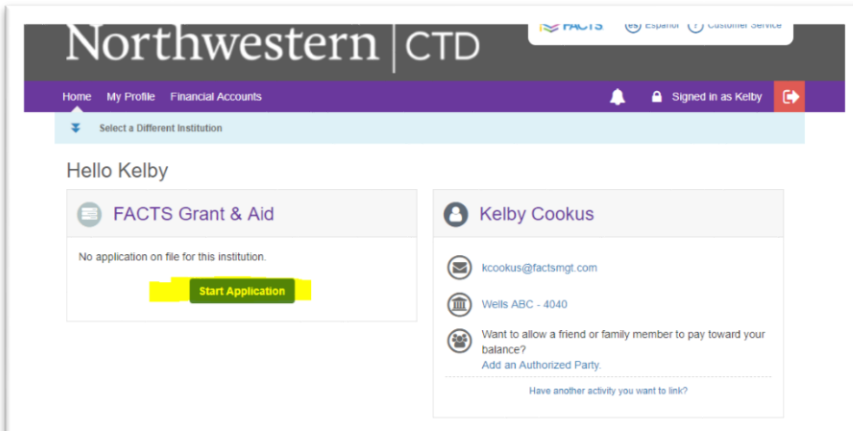
Create a username & password – if you are new to FACTS



## STEP 2: (if you have existing application on FACTS for 2018/2019)

Click 'Start Application'

Continue your '2018-2019 financial aid application'



STEP 3:

Verify your 'Schools Tab' that all programs you wish to apply are listed

\*\*if you entered the application from the specific link, the school will automatically be added for you

Online Program: <https://online.factsmgt.com/signin/4LV1S>

Weekend Program: <https://online.factsmgt.com/signin/4LV3N>

Civic Program: <https://online.factsmgt.com/signin/4LV4L>

Summer Program: <https://online.factsmgt.com/signin/4LV2Q>

The screenshot displays the FACTS application interface. At the top left is the FACTS logo. A navigation bar includes 'Home', 'My Profile', and 'Financial Accounts', along with a notification bell, a lock icon, and the text 'Signed in as Kelby'. The main heading is 'Grant & Aid - Application Form', with an 'APPLICATION ID: 3626657 2018-2019' displayed in a light blue box. A vertical sidebar on the left lists 12 steps: 1. Schools (highlighted in yellow), 2. Applicant, 3. Students, 4. Taxable Income, 5. Nontaxable Income, 6. Change of Income, 7. Monthly Expenses, 8. Annual Expenses, 9. Assets & Liabilities, 10. Additional Questions, 11. Review, and 12. Payment Details. The main content area is titled 'Schools' and contains the instruction: 'Please list all schools and organizations where you would like to apply for financial aid or will pay tuition in the 2018-2019 school year.' Two entries are listed, both checked: 'Online Program - Center for Talent Development, Evanston, IL 60208' and 'Summer Program - Center for Talent Development, Evanston, IL 60208'. Below this is the 'Organizations' section, with one checked entry: 'Center for Talent Development (required)', described as 'Organization associated with Online Program - Center for Talent Development and Summer Program - Center for Talent Development'. There is an 'Add School / Organization' button. At the bottom of the main area are 'Save & Continue' and 'Save & Exit' buttons. A 'Help' section at the bottom left includes links for 'What to Expect' and 'FAQ'.

STEP 4:

If you notice you are missing a program on the 'School tab'

1. click 'Add school'
2. Search the name of program
3. Check off the program you want to add to application
4. Click 'Add'

The screenshot shows the FACTS Grant & Aid - Application Form. The top navigation bar includes 'Home', 'My Profile', and 'Financial Accounts'. The user is signed in as 'Kelby'. The application ID is 3525657 for the 2018-2019 school year. The 'Schools' section is active, showing a list of schools and organizations. The 'Add School / Organization' button is highlighted in yellow. Below the list, there are 'Save & Continue' and 'Save & Exit' buttons. A 'Help' section is also visible at the bottom.

**Grant & Aid - Application Form** APPLICATION ID: 3525657  
2018-2019

**Schools**

Please list all schools and organizations where you would like to apply for financial aid or will pay tuition in the 2018-2019 school year.

- Online Program - Center for Talent Development  
Evanston, IL 60208
- Summer Program - Center for Talent Development  
Evanston, IL 60208

**Organizations**

- Center for Talent Development (required) ⓘ  
Organization associated with Online Program - Center for Talent Development and Summer Program - Center for Talent Development

**+ Add School / Organization**

**Save & Continue** **Save & Exit**

**Help**  
What to Expect FAQ

The screenshot shows the FACTS Grant & Aid - Application Form with the 'Add School / Organization' modal open. The modal has a search bar with 'summer program' entered and a 'Search' button. Below the search bar is a table with columns for NAME, CITY, STATE, ZIP, and FACTS GRANT & AID SCHOOL. The table contains one entry: 'Summer Program - Center for Talent Development' with a checked checkbox in the first column. Below the table are 'Add' and 'Cancel' buttons.

**FACTS** Español Customer Service

Home My Profile Financial Accounts Signed in as Kelby APPLICATION ID: 3525657  
2018-2019

**Grant & Aid - Application Form**

**Add School / Organization**

summer program Search

NAME	CITY	STATE	ZIP	FACTS GRANT & AID SCHOOL
<input checked="" type="checkbox"/> Summer Program - Center for Talent Development	Evanston	IL	60208	Yes

**Add** Cancel

**Save & Continue** **Save & Exit**