

► **Accessing your account:**

- ó Go to your school website, click the FACTS logo/link
- ó Enter your username and password
- ó On your Home Page look bottom right and click Apply for Financial Aid

► **If you have never accessed your account**

- ó Obtain your Registration Code
- ó Go to *online.factsmgt.com* and click on Register (left side of page)
- ó Select I have a registration code – enter code
- ó Create Username & Password
- ó Select Apply for Financial Aid (bottom right side of your home page)

► **If you are new to FACTS**

- ó Go to the link on your school's webpage and click on Create a FACTS Account. Follow the prompts and when completed select Apply for Financial Aid (bottom right)
- ó If your school does not have a link, go to *online.factsmgt.com* and click on Register (left side of page)
- ó Select Search for my Institution – enter zip code, click on your school's name
- ó On right side of page under New Account click Create Username & Password
- ó Once completed you will be on your Home Page – select Apply for Financial Aid (bottom right)