► **Accessing your account:**

  – Go to your school website, click the FACTS logo/link

  – Enter your username and password

  – On your Home Page look bottom right and click Apply for Financial Aid

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

  – Obtain your Registration Code

  – Go to *online.factsmgt.com* and click on Register (left side of page)

  – Select I have a registration code – enter code

  – Create Username & Password

  – Select Apply for Financial Aid (bottom right side of your home page)

► **If you are new to FACTS**

  – 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)

  – If your school does not have a link, go to *online.factsmgt.com* and click on Register (left side of page)

  – Select Search for my Institution – enter zip code, click on your school's name

  – On right side of page under New Account click Create Username & Password

  – Once completed you will be on your Home Page – select Apply for Financial Aid (bottom right