How to view a Shared Report

1. New accounts (if applicable) will be receiving a system generated email from FACTS with a link to create your login credentials.

2. Once you have created your login credentials you will be taken to the **Institution Dashboard.**

3. From the **Application Insights** area of the Dashboard click the link to *View Applications*.

4. From the Applications reports menu, under **Shared Reports** click to view desired report:

   a) **Inner-City Award Detail School View** -- Live view of all awards throughout cycle

   b) **Inner-City Funding Verification Report** - Static view of awards being prepared for payment at a specified time and require your action to secure funding.

Award Details School View Report

The columns for **Early App Status** and **Regular App Status** will display the status of the application. The *Early App Status* will apply to those applicants that submitted their applications by March 1st from whom we are requesting 2023 tax documents. The *Regular App Status* will apply to those applicants that submit their applications after March 1st from whom we will request 2024 tax documents.

The application statuses are as follows:

VER (Verified) - Indicates all required documentation has been received and the application is complete.

SBM (Submitted) - Indicates we do not have all the supporting documentation being requested.

DOC (Documents in Process) - Indicates we received documents for the application, but they have yet to be processed/reviewed.

DNF (Does Not File) - Indicates we received an application, but the family noted that they do not file a tax return.

There is also an **App Status** key at the bottom of the report.

FUNDING VERIFICATION REPORT

Before our semi-annual disbursement of funding, we will ask schools to verify student status.

NOTE All applicants for your school are included on the Funding Verification Report, including denied, ineligible, and students you previously notified us have exited. You **ONLY** need to verify students with a scholarship award, **who are NOT noted as "exit".**

1. In report headers select "Edit Column"
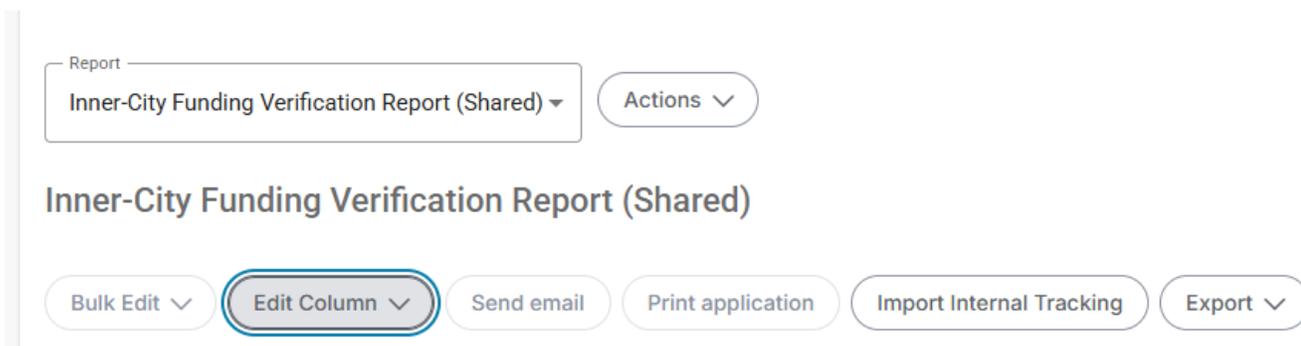
2. Check all options available in drop down, then click out of drop down to close. You will not be able to edit the report until this step
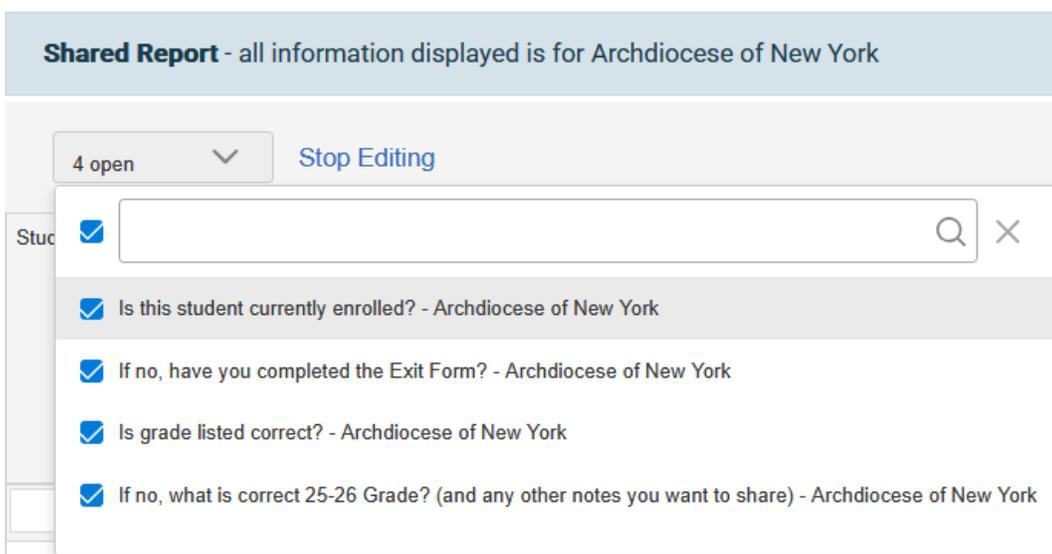
3. In Column, **"Is this student currently enrolled?"** (Fall or Spring pending time of year)
  a. Select "yes" or "no"
  b. *If you have a student whose "Awardee Substatus" is "Exit" no action is needed on these students as you already informed us they are not enrolled. The funding listed is their adjusted award amount for time attended*

4. In Column, **"If no, have you completed the Exit Form?"**

For each student you select "No", you must complete our Exit Confirmation form. We have provided a reminder check box to ensure no students get missed. The Exit Confirmation form is linked HERE

5. In Column, **"Is grade listed correct?"**

Confirm the grade information for each student as this information is often entered incorrectly by parents upon applying. If the grade is incorrect, select "no"

6. In Column "**if no, what is correct 25-26 Grade? (and any other notes you want to share)**"

     a. For each student you select "no", type the correct grade in the open text field in next column

     b. You may also use this text box for any other notes you want to share with Inner-City on this student

6. Once you have completed the list for all students, click "**Save**" at bottom left of report.